
Emergency Operations Plan

South Salt Lake City

May 2011

EMERGENCY OPERATIONS PLAN ACTIVATION

This emergency operations plan (EOP) will be implemented when the South Salt Lake City mayor or designee declares an emergency or when an incident is considered imminent or probable and the implementation of this plan and the activation of the South Salt Lake City Emergency Operations Center is considered a prudent, proactive response.

This EOP is effective for planning and operational purposes under the following conditions:

- An incident occurs or is imminent
- A state of emergency is declared by the mayor or designee
- As directed by the South Salt Lake City emergency manager or designee

Familiarity with the EOP components will help users locate guidelines, procedures, and supplemental information in an emergency and complete tasks in a timely manner. The EOP will also provide guidance regarding official records to be kept on file after an emergency response.

The emergency management organizational structure is outlined in Emergency Support Function #5 – Emergency Management. The South Salt Lake City Emergency Management Team is under the immediate operational direction and control of the emergency services director. The emergency services director coordinates interdepartmental emergency operations and is ultimately responsible for resolving conflicts regarding the application of limited resources to a variety of concurrent emergencies.

Saving lives will take precedence over protecting property for decisions involving resource allocation and prioritization.

The South Salt Lake City Emergency Management Team is responsible for coordinating emergency activities with regional, state, and private partners. Coordination will be accomplished through established liaison roles within the incident or unified command structure as outlined in the National Incident Management System (NIMS).

PROMULGATION

This plan is promulgated as the South Salt Lake City Emergency Operations Plan. This plan is designed to comply with all applicable South Salt Lake City regulations, and provides the policies and procedures to be followed in response to emergencies, disasters, and terrorism events.

This plan supersedes all previous EOPs.

Promulgated on this ___ day of _____ 20__

Name

Title

Name

Title

APPROVAL AND IMPLEMENTATION

Effective date: _____

This document is the updated integrated emergency operations plan (EOP) for South Salt Lake City. This EOP supersedes previous emergency management plans promulgated by South Salt Lake City. It provides a framework for South Salt Lake City departments and agencies to plan and perform their respective emergency functions during a disaster or national emergency.

This EOP recognizes the need for ongoing emergency operations planning by all South Salt Lake City departments and agencies.

This plan addresses the four goals identified in the National Strategy for Homeland Security:

- Prevent and disrupt terrorist attacks.
- Protect the American people, our critical infrastructure, and key resources.
- Respond to and recover from incidents that do occur.
- Continue to strengthen the foundation to ensure our long-term success.

By integrating planning efforts in these four areas, South Salt Lake City can produce an effective emergency management and homeland security program.

In accordance with the Homeland Security Presidential Directive (HSPD)-5, all departments, agencies, and organizations with responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state, and federal organizations.

As part of NIMS, the Incident Command System (ICS) will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene incident management will be conducted using ICS.

This EOP complies with existing federal, state, and local statutes. It has been approved by the mayor, and will be revised and updated as required. All recipients are requested to advise the emergency management team of any changes that might improve or increase the usefulness of this EOP.

APPROVED BY:

SIGNATURE

DATE

PRINTED NAME, TITLE

RECORD OF CHANGES

This South Salt Lake City Emergency Operations Plan (EOP) is a living document that will be strengthened and enhanced over time as it is tested and activated for incidents or exercises. In concert with the plan maintenance section and planning efforts with surrounding jurisdictions, the emergency management team will revise and refine the EOP on a regular basis.

Each revision to this EOP will be numbered and documented. As new versions are created, they will be distributed to participants and will supersede all previous versions. The table below will be kept as a record of revisions made after the final draft is published.

Table 1
Record of Changes

| Change Number | Date of Change | Section Changed | Recorded By |
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RECORD OF DISTRIBUTION

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South Salt Lake City Emergency Operations Plan BASE PLAN

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Section 1

INTRODUCTION

1.1 Purpose

The South Salt Lake City Emergency Operations Plan (EOP) establishes a framework to integrate and coordinate the emergency response and recovery actions of all levels of government, volunteer organizations, and the private sector within South Salt Lake City. The EOP is a comprehensive plan that is risk-based and all-hazards in its approach. As such, it is the blueprint for all South Salt Lake City emergency and disaster operations.

Emergency response and recovery actions undertaken by government departments, agencies, and volunteer organizations following a major disaster or emergency will ensure that the following objectives are met:

- Reduce the vulnerability of citizens and communities within South Salt Lake City to loss of life, injury, damage, and destruction of property during natural, technological, or human-caused emergencies and disasters or during hostile military or paramilitary actions.
- Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies and disasters.
- Respond to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.
- Assist South Salt Lake City communities and citizens with recovering from emergencies and disasters by providing for the rapid and orderly restoration and rehabilitation of persons and property affected by emergencies.
- Provide an emergency management system encompassing all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation.

South Salt Lake City Emergency Management is the lead agency for coordinating the response during a major disaster or emergency affecting South Salt Lake City. The emergency manager is responsible for the following actions:

- Assist families, businesses, and industry with developing emergency plans.
- Develop effective mitigation practices for the community.
- Provide training and conduct exercises for South Salt Lake City emergency responders..
- Develop and implement emergency plans, operating procedures and checklists, systems, and facilities for response to community emergencies.
- Work with local government and community agencies to develop plans and procedures to recover from a disaster.
- Coordinate the community's response to disasters.

1.2 Scope

The South Salt Lake City EOP establishes the fundamental policies, basic program strategies, assumptions, and mechanisms through which South Salt Lake City will mobilize resources and conduct activities to guide and support local jurisdictions and to seek assistance when necessary from Salt Lake County Emergency Management and the Utah Division of Homeland Security during response, recovery, and mitigation.

The EOP is based on 17 emergency support functions (ESF) for South Salt Lake City. There are clearly defined roles and responsibilities and a concept of operations for each of the primary and support agencies that make up the 17 ESFs. The EOP addresses the various levels of emergencies or disasters likely to occur and, in accordance with the magnitude of an event, the corresponding short- and long-term response and recovery actions that state organizations will take in coordination with Salt Lake County Emergency Management, the Utah Division of Homeland Security, and surrounding local jurisdictions.

1.3 Phases of Emergency Management

The South Salt Lake City EOP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. The EOP addresses the following phases of emergency management:

- **Prevention** consists of actions that reduce risk from human-caused events. Prevention planning identifies actions that minimize the possibility that an event will occur or adversely affect the safety and security of a jurisdiction's citizens and critical infrastructure.
- **Protection** reduces or eliminates a threat to people and places. The protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection safeguards citizens and their freedoms, critical infrastructure, property, and the economy from acts of terrorism, natural disasters, or other emergencies. Protective actions can occur before, during, or after an incident and can prevent, minimize, or contain the impact of an incident.
- **Mitigation** is a vital component of the overall preparedness effort and represents a jurisdiction's sustained actions to reduce or eliminate long-term risk to people and property from the effects of hazards and threats. The purpose of mitigation is to protect people and structures and to minimize the costs of disaster response and recovery.
- **Response** embodies the actions taken in the immediate aftermath of an event to save lives, meet basic human needs, and reduce the loss of property and impact on the environment. Response planning provides rapid and disciplined incident assessment to ensure response is scalable, adaptable, and flexible.
- **Recovery** encompasses short-term and long-term efforts to rebuild and revitalize affected communities. Recovery planning must be a near seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and the provision of food and shelter to displaced persons.

1.4 Disaster Condition (Situation Overview)

South Salt Lake City is vulnerable to natural, technological, and human-caused hazards that threaten the health and safety of citizens. Mitigation action and planning can substantially reduce the cost of responding to and recovering from a disaster.

A major disaster or emergency could produce a large number of fatalities and injuries. Many people will be displaced and unable to feed, clothe, and shelter themselves and their families. Jobs will be lost with reduced prospect for future employment in the area. The economic viability of the affected communities may be jeopardized. Many private homes and businesses and major industries will be damaged or destroyed. The structural integrity of many public buildings, bridges, roadways, and facilities will be compromised. Water and utility infrastructure will be severely affected, and emergency response efforts will be hampered due to transportation problems, lack of electrical power, debris, and damaged, destroyed, or inaccessible structures.

Timely deployment of resources from unaffected areas of South Salt Lake City and the State of Utah will be needed to ensure an effective and efficient response.

1.5 Planning Assumptions

- The South Salt Lake City emergency management command and control structure is based on a bottom-up approach to response and recovery resource allocation (that is, local response efforts followed by county response efforts, then state response efforts, and finally federal government assistance). Each level must exhaust its resources prior to elevation to the next level. Homeland security statutes and regulations may govern certain response activities. The recovery of losses and reimbursements of costs from federal resources will require preparation and compliance with certain processes.
- South Salt Lake City will make every reasonable effort to respond to an emergency or disaster. However, South Salt Lake City resources and systems may be damaged, destroyed, or overwhelmed.
- The responsibilities and functions outlined in this EOP will be fulfilled only if the situation, information exchange, extent of agency capabilities, and resources are available at the time of the emergency or disaster.
- There will likely be direct physical and economic damage to critical infrastructure. This damage will diminish emergency response abilities due to inaccessible locales, cause inconvenience or overwhelming distress due to temporary or protracted service interruptions, and result in long-term economic losses due to the economic and physical limitations of recovery operations.
- The South Salt Lake City Emergency Operations Center will be activated and staffed with representatives from South Salt Lake City departments, agencies, and private organizations. Representatives will be grouped under the ESF concept. The primary agency for each ESF will be responsible for coordinating the planning and response activities of the support agencies assigned to the ESF.

- Effective preparedness requires ongoing public awareness and education programs so that citizens will be prepared, when possible, and understand their responsibilities following a major disaster or emergency.
- Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events (for example, fires, explosions, structural collapse, contamination issues, loss of critical infrastructure, and floods) are a few of the significant factors that will affect casualties and damage.
- Disaster relief from agencies outside South Salt Lake City may take 72 hours or more to arrive.
- Residents living within South Salt Lake City boundaries are encouraged to develop a family disaster plan and maintain the supplies necessary to be self-sufficient for a minimum of 72 hours and up to 2 weeks.

1.6 Incident Command System

South Salt Lake City has adopted the National Incident Management System (NIMS) as its standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout South Salt Lake City. First responders are encouraged to implement training, exercises, and daily use of ICS. ICS is a combination of facilities, equipment, personnel, procedures, and communications that operate with a common organizational structure. ICS is designed to aid in resource management during incidents. ICS is applicable to small incidents and large, complex incidents. All operations within the South Salt Lake City Emergency Operations Center will be conducted using ICS.

Section 2

POLICIES

All operations under the South Salt Lake City Emergency Operations Plan (EOP) will be undertaken in accordance with the mission statement of South Salt Lake City Emergency Management: Through organized analysis, planning, decision-making, and assignment of available resources, South Salt Lake City seeks to mitigate, prepare for, respond to, and recover from the effects of disasters created by all types of hazards.

The following policies apply to the South Salt Lake City EOP:

- County, state, and federal emergency plans and programs will integrate with the South Salt Lake City EOP to provide effective and timely support to South Salt Lake City citizens following a major disaster or emergency.
- South Salt Lake City departments and agencies will develop appropriate plans and procedures to carry out the emergency responsibilities assigned to them in the EOP.
- Local emergency response is primary during an emergency or disaster. South Salt Lake City will coordinate with Salt Lake County officials to augment local emergency resources as needed.
- All local governments and agencies must be prepared to respond to emergencies and disasters even when government facilities, vehicles, personnel, and political decision-making authorities are affected. The South Salt Lake City Continuity of Operations (COOP) Plan may be used in conjunction with this EOP during various types of emergencies. The COOP plan details the processes by which administrative and operational functions will be accomplished if an emergency disrupts normal business activities. As part of the COOP plan, essential functions of county and local government, private sector businesses, and community services were identified and procedures were developed to support these essential functions.
- When necessary, South Salt Lake City will request assistance from Salt Lake County through Salt Lake County Emergency Management. As stated in the Salt Lake County EOP, Salt Lake County Emergency Management will request assistance from the state government through the Utah Division of Homeland Security, when necessary. The Utah Division of Homeland Security will request assistance from the federal government through the Federal Emergency Management Agency (FEMA), and will request assistance from other states through the Emergency Management Assistance Compact (EMAC).

Section 3

HAZARD ANALYSIS

After a major disaster, the public looks to all levels of government for assistance. In addition to the increased potential for disasters, a number of other factors are also on the rise. These include property values, population growth, and population density within hazard vulnerable zones. This sets the stage for increased impact and economic ramifications of emergencies and disasters.

3.1 Hazard Analysis

A disaster can occur at anytime within South Salt Lake City. All areas of South Salt Lake City are at risk for three types of events:

- **Natural disasters:** Avalanche, drought, earthquake, epidemic, flood, landslide, tornado, severe weather (rain, snow, wind, lightning, etc.), wildfires, etc.
- **Technological incidents:** Airplane crash, dam failures, hazardous materials release, power failure, radiological release, train derailment, urban conflagration, etc.
- **Human-caused hazards:** Transportation incidents involving hazardous substances, major air and ground transportation accidents, civil disturbances, school violence, terrorists or bomb threats, sabotage, and conventional nuclear, biological, or chemical attack, etc.

3.2 Natural Hazards

Numerous natural hazards exist in the Salt Lake City metropolitan area that can constrain land use. Active fault zones pose the threat of earthquakes, while steep mountains adjacent to the city create a potential for landslides, debris flows, rock falls, and snow avalanches.

3.2.1 Earthquakes

South Salt Lake City has several fault lines running through the city. In Utah, there are hundreds of small quakes recorded each year. On average, a moderate potentially damaging earthquake (Richter magnitude 5.5 or 6.5) occurs every 7 years. The potential for a large earthquake (Richter magnitude 7.0 to 7.5) exists in Utah. The probability of a Richter magnitude 7.5 earthquake on the Wasatch fault within the next 100 years is moderately high.

Minimum loss for an earthquake is estimated for the Salt Lake County area includes \$4.5 billion damage to buildings; 2,300 casualties; 9,000 injured; and 30,000 left homeless. Ground shaking from a 7.5 magnitude earthquake could produce considerable damage up to 50 miles away. Of the hospitals in the area, 50 percent of the bed capacity will be useable.

Liquification is a loss of strength in some saturated granular soils, which can result in slope failure or substantial settlement of structures. Liquification in the South Salt Lake City area is very high because of the lakebeds under the city. Past data supports the threat of high damage in the area.

3.2.2 Fires

Fires can occur in any area of South Salt Lake City. The major threat of fire is in commercial, manufacturing, and multi-family dwellings. The accidental or incendiary cause of fires is possible at all these locations.

3.2.3 Winter Storm

In the past decade, South Salt Lake City has experienced larger than normal snowfalls. The unpredictability of snow incidents should be of concern. Storms will hamper utilities, transportation, schools, and most industry. Storms can cause potential large-scale accidents, fires due to heating, and utility downtime for crucial occupancies.

3.3 Technological Hazards

Technological hazards include hazardous materials incidents and nuclear power plant failures. Usually, little or no warning precedes incidents involving technological hazards. Numerous technological hazards could affect the Salt Lake City metropolitan area.

3.3.1 Hazardous Materials

Hazardous material spills in South Salt Lake City will occur in residential and commercial areas and along transportation routes. South Salt Lake City is committed to improving the safety of the storage of and transportation of hazardous materials. South Salt Lake City has numerous high-volume traffic routes and state/federal highways and rail yards running through the city. Hazardous materials are transported along these routes. The city's hazardous materials standard operating guide includes precautions and evacuation procedures to follow after a hazardous materials spill. Release of hazardous materials and fires from highly combustible substances may threaten the lives and safety of people traveling along or living near these routes.

3.3.2 Public Utility Outages

Large-scale general power failures that last more than a few hours may threaten lives, safety, or physical welfare of citizens. Electric power may be out to about 40 percent of homes and businesses for 12 hours or longer. During power failures, many facilities will have to rely on their backup systems.

Questar provides natural gas to most commercial and residential facilities in South Salt Lake City. Several main transmission lines run through the city. A large gas feeder main from Kern River runs the entire length of the city. During an earthquake, several of these lines could be damaged. It is estimated that 15 percent or more of the customers could be without fuel.

Water and sewer are supplied by numerous utility providers in South Salt Lake City. During a disaster, the ability to provide water and sewer service will be limited. Many systems could be out of service for one to three months following a major event.

3.3.3 Transportation Accidents

South Salt Lake City has a high volume of air and highway traffic routes. The following is a brief list of the major transport routes through South Salt Lake City:

| | |
|------------|--------------------|
| I-15 | 2100 South Freeway |
| I-80 | 700 East |
| 2100 South | State Street |
| 2700 South | Main Street |
| 3300 South | 300 West |
| 3900 South | 900 West |

Air traffic patterns in the west side of the city.

Railways for industry are on the west side of the city.

South Salt Lake City has a number of large truck terminals within the city, which could contribute to transportation accidents.

3.4 Human-Caused Hazards

South Salt Lake City may not be able to prevent a human-caused hazard from happening, but it is well within their ability to lessen the likelihood and the potential effects of an incident. As with many large metropolitan areas across the county, Salt Lake City metropolitan area is also vulnerable to a variety of human-caused hazards.

3.4.1 Terrorism

South Salt Lake City is not immune to the threat of terrorism. There is a moderate risk of biological, chemical, nuclear attack. South Salt Lake City has numerous main interstates, which could possibly be the target of a terrorism incident. South Salt Lake City continues to monitor threats and develop response procedures to terrorism incidents.

3.4.2 Hazard Assessment

Salt Lake County, which includes South Salt Lake City, has conducted an all-hazards assessment of potential vulnerabilities to the city and county. This assessment will assist South Salt Lake City and Salt Lake County with prioritization and outlines a direction for planning efforts. South Salt Lake City and Salt Lake County recognize the pre-disaster mitigation plan developed by the Wasatch Front Regional Council. This pre-disaster mitigation plan serves to reduce the region's vulnerability to natural hazards. The pre-disaster mitigation plan is intended to promote sound public policy and protect or reduce the vulnerability of the region's citizens, critical facilities, infrastructure, private property, and the environment.

The hazard analysis table 3-2 below provides information to understand risks and their corresponding likelihood and consequences in South Salt Lake City, Salt Lake County, and the Wasatch Front.

Table 3-1
Hazard Analysis Table Legend

| Rating | Frequency | Consequences |
|--------|--------------------------|--|
| Low | Less than every 25 years | Some citywide impact possible. Usually handled with available community resources. |
| Medium | Between 1 and 25 years | Localized damage may be severe; citywide impact minimal to moderate. Handled with community resources and some mutual aid. |
| High | Annual | Moderate to high citywide impact. May require state or federal assistance. |

Table 3-2
Hazard Analysis Table

| Hazard | Frequency | Warning Lead Times | Consequences | Population/Area at Risk |
|--------------------------------|-----------|--------------------------|--------------|--------------------------|
| Avalanche | Medium | Minutes | Low | Site |
| Landslide | Low | Hours to days | Low | Site |
| Drought | Low | Weeks to months | Medium | Countywide |
| Earthquake | Medium | Minutes | Catastrophic | Countywide |
| Epidemic | Low | Weeks to occurrence | Catastrophic | Countywide |
| Flooding | Medium | 24 hours to occurrence | High | Site |
| Snowstorm | High | 36–24 hours | Medium | Countywide |
| Lightning | High | Occurrence | Low | Site |
| Tornado | Low | Several minutes | High | Countywide |
| Wildfire | High | 12–24 hours / occurrence | Medium | Wildland urban interface |
| Hazardous materials spill | Medium | Occurrence | High | Site |
| Radiological incidents | Low | Occurrence | Medium | Site |
| Utility outages/shortages | Low | Months to weeks | High | Countywide |
| Telecommunications disruptions | Low | Days to hours | High | Countywide |
| Urban fires | Low | Months to weeks | High | Countywide |

| Hazard | Frequency | Warning Lead Times | Consequences | Population/Area at Risk |
|-----------------------------|------------------|--------------------|--------------|-------------------------|
| Transportation accidents | High | Occurrence | Low | Site |
| Domestic terrorism | Has not occurred | Days to hours | High | Locale |
| Biological/chemical weapons | Has not occurred | Days to hours | High | Locale |

3.4.3 Mitigation

Based on the hazard analysis and hazard assessment above, South Salt Lake City and Salt Lake County have designed mitigation activities to reduce or eliminate risks to persons or property and to lessen the effects or consequences of an incident. These mitigation activities are detailed in the State of Utah Hazard Mitigation Plan. Mitigation activities may be implemented prior to, during, or after an incident, as appropriate, and can be conducted at the federal, state, county, or jurisdictional level. This section outlines the mitigation activities at each level of government as they pertain to the South Salt Lake City and Salt Lake County mitigation strategy to reduce exposure to, probability of, or potential loss from hazards.

The State of Utah Natural Hazard Mitigation Plan served as the guideline for mitigation operations in the State of Utah in general and South Salt Lake City and Salt Lake County specifically. The plan is intended to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment.

3.4.3.1 Mitigation Planning Process and Coordination

The State Department of Public Safety Division of Emergency Services and Homeland Security is the lead agency responsible for coordinating the development of the State of Utah Natural Hazard Mitigation Plan. The state plan is a result of a separate planning process put into motion before the state planning process. The initial pre-disaster mitigation planning process involved the seven associations of government. The second process initiated to complete the state natural hazard mitigation plan was a result of a strengthening and augmenting the process used over the last 15 years to complete previous state hazard mitigation plans. The state plan and process used to create it relied heavily on mitigation and program experts from the Utah Division of Emergency Services and state agencies.

During the planning process, subject matter experts from state and federal agencies verified information in the multijurisdictional mitigation plans submitted by the association of government. Every attempt was made to coordinate other planning efforts to reduce duplication of effort. The plan was posted to the web site upon completion and comments were solicited. The plan was also submitted to Federal Emergency Management Agency (FEMA) Region VIII for approval.

3.4.3.2 Mitigation Programs

Single Jurisdictional Areas

- Jurisdictions will develop and implement programs designed to avoid, reduce, and mitigate the effects of hazards by developing and enforcing policies, standards, and regulations.
- Jurisdictions will promote mitigation efforts in the private sector by encouraging the creation of continuity of operations plans and identifying critical infrastructures vulnerable to disasters or required for emergency response.

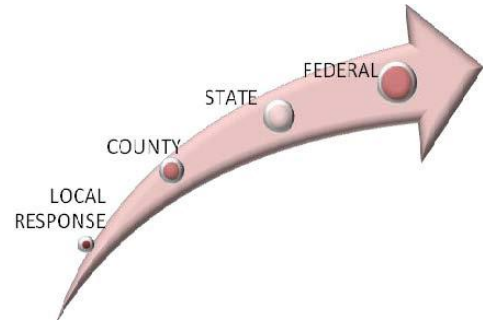
3.4.4 Capability Assessment

South Salt Lake City and Salt Lake County have conducted a risk analysis and capability assessment using Digital Sandbox's Risk Analysis Center. This report focuses on assessing, prioritizing, and managing South Salt Lake City and Salt Lake County-specific risks. The risks facing South Salt Lake City and Salt Lake County were then prioritized by a set of capabilities that proved most effective at mitigating those risks. Investments have been built on those key capabilities where South Salt Lake City and Salt Lake County can mitigate those risks.

Section 4

CONCEPT OF OPERATIONS

South Salt Lake City uses a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. The resources of local response agencies, county, state, and federal agencies are used in this sequential order to ensure a rapid and efficient response.



4.1 Normal Operations

In the absence of a declared disaster or state of emergency, the emergency response forces of the city (emergency medical services [EMS], fire, law enforcement, and public works) will respond to emergencies within South Salt Lake City with the authorities vested to them by law and local policy. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a local declaration of a state of emergency to enable them.

Salt Lake County Emergency Management monitors local emergencies and provides emergency operations center (EOC) operational assistance as required. Notifications of reportable events are made to the appropriate agencies and warning points. Severe weather watches and warnings are relayed to agencies when issued by the National Weather Service. The county EOC may be activated without a local declaration of a state of emergency to support local agencies in normal response or city emergencies.

4.2 Emergency Operations Plan Activation

The South Salt Lake City Emergency Operations Plan (EOP) will be implemented when the mayor or designee declares an emergency or when an emergency is considered imminent or probable and the implementation of this plan and the activation of the South Salt Lake City EOC is considered a prudent, proactive response.

This EOP is effective for planning and operational purposes under the following conditions:

- An incident occurs or is imminent
- A state of emergency is declared by the mayor or designee
- As directed by the South Salt Lake City emergency manager or designee

4.3 Declaring a Local State of Emergency

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (referred to as the Stafford Act – 42 U.S.C. 5721 et seq.) authorizes the president to issue major disaster or emergency declarations before or after catastrophes occur. Emergency declarations trigger aid that protects

property, public health, and safety, and lessens or averts the threat of an incident becoming a catastrophic event.

An event may start out small and escalate quickly or a major event may occur at any time. The following is an example of steps leading to a disaster declaration. As soon as an incident occurs, South Salt Lake City Emergency Management begins monitoring the situation. The EOC may be put on standby or minimally staffed.

- South Salt Lake City notifies the South Salt Lake City emergency manager of the incident and requests assistance. An initial assessment of damages is provided, if available.
- When conditions warrant, the South Salt Lake City emergency manager requests a declaration that a local state of emergency exists in South Salt Lake City. The mayor has the authority to declare an emergency and is the elected official charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless it is ratified by the county council.
- The South Salt Lake City EOP will be fully activated upon declaration of a local state of emergency.
- Damage assessment updates from the affected areas should be submitted at regular intervals to the county EOC.
- As specific assistance requests are received, South Salt Lake City departments and agencies or Salt Lake County responds with available resources to assist with response, recovery, and mitigation efforts.

The federal disaster law restricts the use of mathematical formulas or other objective standards as the sole basis for determining the need for federal supplemental aid. As a result, the Federal Emergency Management Agency (FEMA) assesses a number of factors to determine the severity, magnitude, and impact of a disaster. In evaluating a governor's request for a major disaster declaration, a number of primary factors, along with other relevant information, are considered in developing a recommendation to the president for supplemental disaster assistance.

The very nature of disasters—their unique circumstances, the unexpected timing, and varied impacts—precludes a complete listing of factors considered when evaluating disaster declaration requests. However, the primary factors considered include the following:

- Amount and type of damage (number of homes destroyed or with major damage)
- Impact on the infrastructure of affected areas or critical facilities
- Imminent threats to public health and safety
- Impact on essential government services and functions
- Unique capability of federal government
- Dispersion or concentration of damage
- Level of insurance coverage for homeowners and public facilities
- Assistance available from other sources (federal, state, local, voluntary organizations)
- State and local resource commitments from previous, undeclared events
- Frequency of disasters over recent time period

4.3.1 South Salt Lake City Resources

South Salt Lake City shall use its own resources first in an emergency or disaster, and may call for assistance from Salt Lake County during events that overwhelm or threaten to overwhelm South Salt Lake City's response and recovery resources.

County, state, and federal relief will likely only be provided when damage is widespread and severe. Therefore, South Salt Lake City Emergency Management must develop and maintain an ongoing program of mitigation, preparedness, response, and recovery.

FEMA coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or human-caused, including acts of terror.

When required, South Salt Lake City will declare a local state of emergency and direct emergency response coordination and operations from the South Salt Lake City EOC, taking into account the primary factors required by FEMA for their declaration process.

4.4 Emergency Operations Center

The South Salt Lake City EOC will serve as the South Salt Lake City command center for all disaster response operations located at 2835 South Main Street in Salt Lake City, Utah. If the primary location is rendered uninhabitable, the emergency manager will designate an alternate EOC location based upon availability and equipment. Possible alternate locations include but are not limited to City Council Chambers in City Hall at 220 East Morris Avenue, Fire Station #41 at 2600 South Main Street, or the Mobile Command Unit.

4.4.1 Activation of the Emergency Operations Center

The EOC may be activated by the mayor during any situation where the need for EOC-level coordination is evident. Activation authority may also extend to the following:

- The emergency manager may activate the EOC whenever facilitation of South Salt Lake City interdepartmental coordination is necessary to successfully manage an event.
- South Salt Lake City Emergency Management on-call duty officers may independently activate the EOC when South Salt Lake City Emergency Management representatives are unavailable and it has been determined by the personnel commanding an emergency that South Salt Lake City interdepartmental coordination is required.
- Any city department head may request that the EOC be activated by contacting the South Salt Lake City Emergency Management on-call duty officer. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency. If the EOC mission is unclear or if such a response is not evident, the matter will be referred to the South Salt Lake City emergency manager, who may request Policy Group input prior to authorizing EOC activation.

Notification regarding an EOC standby or activation will be disseminated using communication methods that are most functional and available, such as the following:

Primary:

- Landline phone
- Cellular phone
- Text message
- E-mail
- Internet
- 800 MHZ radio

Secondary:

- Paging system
- Local media

Tertiary:

- Satellite telephone
- Satellite Internet

South Salt Lake City Emergency Management may also activate the EOC in preparation for planned events for which EOC-level coordination is needed. Examples of planned events may include protests and demonstrations, political events, parades, and holiday events.

4.4.2 Emergency Operations Center Levels of Activation

Emergencies that could affect South Salt Lake City are divided into three levels of readiness to establish emergency operations. These levels are outlined below and mirror the Salt Lake County EOP and the Utah Division of Homeland Security State EOP levels to maintain consistent definitions and facilitate activation and emergency response.

South Salt Lake City is constantly monitoring events within the jurisdiction. Duty officers are on-call at all times to monitor and follow up on situations, threats, or events. The severity of an event will directly affect the level of EOC activation. Increasing or decreasing levels of activation will be directly decided by the South Salt Lake City mayor and the emergency manager. When the EOC is activated, a centralized response and recovery will be established, with operational plans and activities focused on efficiency, quality, and quantity of resources. There are three levels of activation, which coordinate with Salt Lake County, State of Utah, and federal plan activation levels:

- **Level I:** Full-scale activation
- **Level II:** Limited activation
- **Level III:** Monitoring activation

Table 4-1 summarizes the levels of emergencies or disasters and corresponding South Salt Lake City Emergency Management EOC operational level.

4.4.2.1 Level I – Full-Scale Activation

In a full-scale activation, all primary and support agencies under the EOP are notified. South Salt Lake City Emergency Management staff and all primary emergency support functions (ESF)

report to the EOC. When an event warrants a Level I activation, the EOC is activated on a 24-hour schedule due to the severity of the event or an imminent threat. All staff and all ESFs are activated and asked to provide representatives at the EOC. The Incident Command System (ICS) is implemented and all sections and branches are activated. The Planning Section initiates the incident action planning process to establish operational objectives and priorities. It is expected at this level of activation that response and recovery operations will last for an extended period. As South Salt Lake City resources are exhausted, Salt Lake County Emergency Management will be contacted for assistance.

4.4.2.2 Level II – Limited Activation

Level II is limited agency activation. Coordinators of affected primary ESFs are notified to report to the EOC by South Salt Lake City Emergency Management staff. All other ESFs are alerted and put on standby. All agencies involved in the response are requested to provide a representative to the South Salt Lake City EOC. Some ESFs may be activated to support response/recovery operations. Emergency management staff will report to the South Salt Lake City EOC and the local departments and agencies involved in the response and recovery. This level can warrant a 24-hour schedule. ICS is activated and all sections and branches are activated as required. The EOC management team will initiate the incident action planning process to establish operational objectives and priorities.

4.4.2.3 Level III – Monitoring Activation

Level III is typically a monitoring phase. Local departments, agencies, and ESFs that would need to take action as part of their everyday responsibilities are notified. South Salt Lake City Emergency Management duty officers actively monitor and follow up on situations, threats, or events, and report to the South Salt Lake City EOC to assess the situation and escalate activation as needed. This level typically involves observation, verification of appropriate action, and follow-up by South Salt Lake City Emergency Management staff. Most events can be resolved in a small amount of time using few resources. Day-to-day operations are typically not altered, and the management structure stays the same. Duty officers evaluate the situation and, if conditions warrant, appropriate individuals and agencies are notified of the situation and instructed to take appropriate action as part of their everyday responsibilities. At the conclusion of the event, the duty officers verify completion of the actions taken and document the incident. Incident action planning is not necessary. However, it may be necessary to provide briefings or meetings for response or mitigation efforts for the event.

Table 4-1
Levels of Emergencies or Disasters and Corresponding South Salt Lake City Actions

| Level of Emergency or Disaster | Initiating Events | EOC Operational Level | Corresponding Actions |
|--------------------------------------|--|-----------------------------|---|
| I | Widespread threats to the public safety; large-scale Salt Lake County, state, and federal response anticipated | I | Full activation of South Salt Lake City EOC. All ESF primary and support agencies send representatives to the South Salt Lake City EOC. |
| II | An incident begins to overwhelm South Salt Lake City response | II | Limited activation. Selected primary ESF |

| Level of Emergency or Disaster | Initiating Events | EOC Operational Level | Corresponding Actions |
|--------------------------------|--|-----------------------|--|
| | capability; some Salt Lake County assistance possible | | representatives report to the EOC. The electrical power grid can fail due to storm damage, sabotage, or system overloading. South Salt Lake City EOC; all other ESFs are alerted and put on standby. |
| III | Emergency incident for which local response capabilities are likely adequate | III | Duty officers monitor the situation and, if needed, appropriate local jurisdictional departments and agencies are notified to take action as part of their everyday responsibilities. |

4.4.3 Emergency Support Functions

The EOC is organized based on the ICS structure, which provides EOC staff with a standardized operational structure and common terminology. The EOC is organized into 17 ESFs. ESFs are composed of local departments and agencies and voluntary organizations that are grouped together to provide needed assistance.

These 17 ESFs are part of the Operations Section as designated under the ICS. ESFs, in coordination with South Salt Lake City Emergency Management, are the primary mechanism for providing response and recovery assistance to local governments throughout all phases of a Level III disaster. Assistance types are grouped according to like functions. Table 4-2 summarizes the services each ESF provides.

- South Salt Lake City departments, agencies, and organizations have been designated as primary and support agencies for each ESF according to authority, resources, and capability to coordinate emergency efforts in the field of each specific ESF.
- Primary agencies, with assistance from one or more support agencies, are responsible for coordinating ESF activities and ensuring that tasks assigned to the ESF by South Salt Lake City Emergency Management are completed successfully.
- ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency. However, regardless of circumstance, the ESFs will coordinate with the Operations Section chief to execute and accomplish their missions.

Table 4-2
Summary of South Salt Lake City Emergency Support Functions

| Annex | Primary Agency | Support Agencies |
|-------------------------|-----------------------------------|---|
| ESF #1 – Transportation | South Salt Lake City Public Works | <ul style="list-style-type: none"> ■ South Salt Lake City Police Department ■ South Salt Lake City Fire/EMS ■ Granite School District ■ Utah Transit Authority ■ Utah State Department of Transportation |

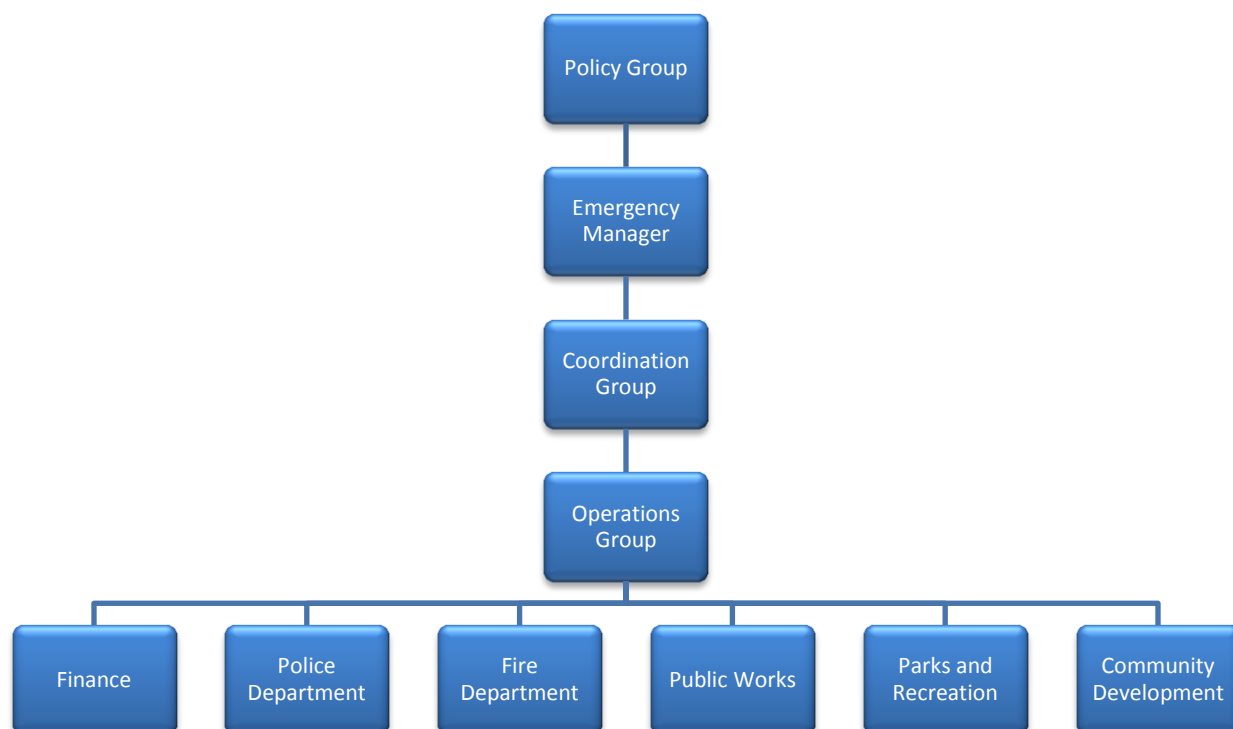
| Annex | Primary Agency | Support Agencies |
|---|--|--|
| ESF #2 – Communications | South Salt Lake City Fire Department | <ul style="list-style-type: none"> ▪ Salt Lake County Amateur Radio Emergency Service (ARES) ▪ South Salt Lake City Management Information Services ▪ South Salt Lake City Police Department ▪ Valley Emergency Communication Center (VECC) |
| ESF #3 – Public Works and Engineering | South Salt Lake City Public Works | <ul style="list-style-type: none"> ▪ Utah Department of Transportation ▪ Water/ wastewater districts ▪ Utility companies ▪ Salt Lake Valley Health Department |
| ESF #4 – Firefighting | South Salt Lake City Fire Department | <ul style="list-style-type: none"> ▪ South Salt Lake City Police Department ▪ South Salt Lake City Public Works ▪ Metro Fire Agency |
| ESF #5 – Emergency Management | South Salt Lake City Fire Department | <ul style="list-style-type: none"> ▪ South Salt Lake City Public Works ▪ South Salt Lake Police Department ▪ South Salt Lake Mayor's Office ▪ Salt County Emergency Management ▪ Utah Division of Emergency Services and Homeland Security |
| ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services | Salt Lake County Department of Health and Human Services | <ul style="list-style-type: none"> ▪ American Red Cross ▪ Granite School District ▪ Volunteer organizations active in disaster (VOAD) ▪ South Salt Lake City ARES/RACES ▪ Salt Lake Valley Health Department ▪ South Salt Lake City Fire Department ▪ South Salt Lake City Division of Aging/Meals on Wheels ▪ Utah Transit Authority ▪ Valley Mental Health |
| ESF #7 – Logistics Management Resource Support | South Salt Lake City Finance Department | <ul style="list-style-type: none"> ▪ South Salt Lake City Public Works ▪ South Salt Lake City Fire Department ▪ South Salt Lake City Police Department ▪ South Salt Lake City Parks and Recreation Department |
| ESF #8 – Public Health and Medical Services | Salt Lake Valley Health Department | <ul style="list-style-type: none"> ▪ Medical Examiner's Office ▪ American Red Cross ▪ South Salt Lake City Fire Department ▪ Residential/medical facilities ▪ Local hospitals ▪ Home health agencies ▪ Local pharmacies ▪ Nursing homes ▪ South Salt Lake City school boards ▪ South Salt Lake City Police Department ▪ Air Med/Life Flight ▪ VECC |

| Annex | Primary Agency | Support Agencies |
|---|--|---|
| | | <ul style="list-style-type: none"> Utah State Health Department and Bureau of EMS |
| ESF #9 – Search and Rescue | South Lake City Fire Department | <ul style="list-style-type: none"> Metro fire agencies Salt Lake Urban Search and Rescue (USAR) Unified Fire Authority |
| ESF #10 – Oil and Hazardous Materials | South Lake City Fire Department | <ul style="list-style-type: none"> Metro Fire Agencies Salt Lake Valley Health Department Utah Department of Environmental Quality South Salt Lake City Public Works US Coast Guard |
| ESF #11 – Agriculture and Natural Resources | Salt Lake County Animal Services | <ul style="list-style-type: none"> American Red Cross South Salt Lake City Police Department South Salt Lake City Community and Economic Developments School districts Salt Lake Valley Health Department |
| ESF #12 – Energy (Public Utilities) | South Salt Lake City Public Works | <ul style="list-style-type: none"> Energy suppliers |
| ESF #13 – Public Safety and Security | South Salt Lake City Police Department | <ul style="list-style-type: none"> Local jurisdictions' police departments |
| ESF #14 – Long-Term Community Recovery | Salt Lake County Emergency Management | <ul style="list-style-type: none"> South Salt Lake City Fire Department |
| ESF #15 – External Affairs | South Salt Lake City Police Department | <ul style="list-style-type: none"> South Salt Lake City Mayor's Office South Salt Lake City Fire Department |
| ESF #16 – Volunteers | VOAD | <ul style="list-style-type: none"> ARES American Red Cross Salvation Army LDS Church Religious and charitable groups Individuals Chaplains |
| ESF #17 – Animal Control | South Salt Lake Animal Services Division | <ul style="list-style-type: none"> Utah Department of Wildlife Resources Humane Society Utah Department of Natural Resources (Wildlife Resources) Animal Volunteer Groups Salt Lake Valley Health Department State Department of Agriculture/Brand Inspectors Salt Lake County Animal Services |

4.4.4 Emergency Operations Center Coordination

South Salt Lake City response to and recovery from an emergency and/or pending disaster is carried out through the county EOC organization as illustrated in Figure 1.

Figure 1
South Salt Lake City Emergency Management Organization



South Salt Lake City Emergency Management is responsible for emergency operations and coordination before, during, and after an event. The EOC is where incident management and policy coordination take place. The principles of this plan comply with the National Incident Management System (NIMS), which provides a core set of common concepts, principles, terminology, and technologies. The EOC will especially be needed when incidents cross disciplinary boundaries or involve complex incident management scenarios. The EOC reinforces interoperability and makes the response more efficient and effective by coordinating resources and making decisions based on agreed-upon policies and procedures.

The South Salt Lake City EOC will be assembled as necessary to manage the event. South Salt Lake City emergency response coordination will be assigned by the emergency manager and have emergency responsibilities to support the following common tasks:

- Assign personnel to South Salt Lake City EOC.
- Notify department personnel and implement established call-down procedures to contact key stakeholders and essential staff. Each agency and department is responsible for ensuring that critical staff are identified and trained on ICS and NIMS prior to an incident to enable effective execution of existing response plans, procedures, and policies.
- Protect vital records, materials, facilities, and services.
- Provide information and instructions to personnel on self-protection while minimizing exposure resulting from particular hazards associated with the emergency.

Collaboration and development of consensus within the EOC takes place using ICS through use of a structured method for developing priorities and objectives called the EOC action planning process. All EOC sections provide input to the Planning Section and the Policy Group for the development of EOC priorities. These priorities serve as guidance for the allocation of resources and enable the EOC to coordinate requests.

The South Salt Lake City EOC is organized by levels, with the supervisor of each level holding a unique title (for example, only a person in charge of a section is labeled “chief”; a “director” is in charge of a branch). Levels (supervising person’s title) are:

- Incident manager
- Section chief
- Branch director
- Unit leader

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. South Salt Lake City and county agencies and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts is able to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impact, size of the incident, and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

4.4.5 Decision Making in the Emergency Operations Center

The EOC is activated to develop and maintain awareness of the entire situation for decision makers and to coordinate support for emergency responders. This common operating picture is critical because it provides the basis for making decisions and facilitates the release of emergency public information. Situational awareness is also vital to the effective coordination of support for responders in the field.

4.4.6 Emergency Operations Center Action Planning

EOC action plans provide designated EOC personnel with knowledge of the objectives to be achieved and the steps required for their achievement. EOC action plans also provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves the following:

- Identification of emergency response priorities and objectives based on situational awareness
- Documentation of established priorities, objectives, and associated tasks and personnel assignments

The Planning Section is responsible for developing the EOC action plan and facilitating action planning meetings. EOC action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by establishing an initial set of priority actions. A reasonable time frame is then determined for the accomplishment of those actions. EOC action plans should be sufficiently detailed to guide EOC elements in implementing the priority actions but do not need to be complex.

4.4.7 After Action Reports

As immediate threats to life and property subside and the need for sustained ESF operations diminishes, responsible individuals will be debriefed and lessons learned will be documented. Resulting information will be consolidated and reviewed by South Salt Lake City Emergency Management personnel, and a written after action report will be prepared. Matters requiring corrective action will be forwarded to South Salt Lake City Emergency Management planning staff to be addressed as needed.

4.5 Notification and Warning

South Salt Lake City response agencies are dispatched by one dispatch center. The VECC operates 24-hours a day/7-days a week. VECC is responsible for after-hours notification of the South Salt Lake Emergency Management Office, emergency management staff, responders, and the media if conditions warrant. The South Salt Lake City mayor, emergency management staff, South Salt Lake Fire Department, or South Salt Lake Police Department may request notifications and warnings if conditions warrant. Conditions to be considered include threat to life and property and safety of responders. VECC is equipped with an emergency generator, computers, and uninterrupted power supplies. VECC has emergency plans in place to rely on in a major event.

Section 5

ORGANIZATION AND RESPONSIBILITIES

South Salt Lake City departments, agencies, and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the South Salt Lake City command structure established to support response and recovery efforts is able to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impact, size of the incident, and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

Each department and agency is responsible for ensuring that critical staff are identified and trained at levels that enable effective execution of existing response plans, procedures, and policies. Departments and agencies tasked by this emergency operations plan (EOP) with specific emergency management responsibilities should complete the following:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.).
- Negotiate, coordinate, and prepare mutual aid agreements as appropriate.
- Analyze need and determine specific communications resource needs and requirements.
- Provide the South Salt Lake emergency management agency with current contact information.
- Identify potential sources of additional equipment and supplies.
- Provide for continuity of operations by taking action to accomplish the following:
 - Ensure orders of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
 - If practical, ensure that continuity locations are available if the primary location suffers damage, becomes inaccessible, or requires evacuation.
 - Protect emergency response staff. Actions include the following:
 - Obtain personnel protective equipment for responders.
 - Provide security at facilities.
 - Rotate staff or schedule time off to prevent fatigue and stress.
 - Make stress counseling available.
 - Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required.

The following are South Salt Lake City, county, state, federal, and nongovernmental agencies and departments tasked with primary or support responsibilities as detailed by the EOP. More

detailed assignments can be found in the functional area, emergency support function (ESF), and incident annexes to this EOP.

5.1 South Salt Lake City Departments and Agencies

South Salt Lake City Emergency Management

- Initiate and coordinate amateur radio service for the emergency operations center (EOC) if disaster conditions cause the radio system to fail.
- Maintain the computer-driven information management programs, and ensure an adequate number of personnel are trained to use the programs.
- Provide disaster management-related information using the information management and response planning computer programs, and provide this information to the EOC and others as determined by the director of emergency services.
- Maintain incident logs, mission-tracking log, and mutual aid request log, and document all EOC briefings, meetings, and other information tracking procedures.

South Salt Lake Police Department

- Respond to emergencies within South Salt Lake City with the authorities vested in them by law and local policy.
- Support public safety and security efforts.

South Salt Lake Fire Department

- Coordinate through ESF #4 – Firefighting by forwarding requests for firefighting assistance to the most appropriate agency per written automatic and mutual aid agreements.

Granite School District

- Provide accesses to and information on available habitable housing units (including housing units accessible to individuals with disabilities) owned, or in U.S. Department of Housing and Urban Development (HUD) possession, within or adjacent to the incident area for use as temporary housing.
- Provide available staff to assist when needed with mass care and housing operations.
- Provide housing resources for individuals certified as eligible for long-term housing.
- Provide access to housing counseling services.

5.2 County Departments and Agencies

Salt Lake County Emergency Management

- Maintain ESF #5 – Emergency Management’s computer-driven information management programs, and ensure an adequate number of personnel are trained to use the programs.

- Provide disaster management related information using ESF #5's information management and response planning computer programs, and provide this information to the EOC and others as determined by the director of emergency services.
- Maintain incident logs, mission-tracking log, and mutual aid request log, and documents all EOC briefings, meetings, and other information tracking procedures.
- Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
- Determine locations and procedures for managing staging areas and donated goods, in coordination with the EOC supervisor.
- Develop procedures that improve capabilities to respond and recover from emergencies and disasters.
- Coordinate, supervise, and manage the procurement, distribution, and conservation of supplies and resources available for use by county government in supporting recovery.
- Maintain the overall responsibility for coordinating, implementing, and training of ESF #15 – External Affairs, ensuring that internal and external audiences are informed of measures being taken to respond to an emergency, including governmental decisions, recommendations, and directives.

Salt Lake County Human Services

- Coordinate and lead county resources, as required, to support local governments and voluntary agencies in the performance of mass care, emergency assistance, housing, and human service missions.
- Provide direction to operation of ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services; assign personnel to requests for assistance; and ensure that requests for assistance are met, documented, and prioritized.
- Identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and continuity locations.
- Inform critical personnel and supporting agencies of their role in an emergency or disaster.
- Establish and regularly update mobilization procedures and orders of succession.
- Provide accurate and timely emergency public information as coordinated through the PCJIC.

Salt Lake County Aging Services

- Provide coordination with special needs community and ESF #6 activities.
- Provide Meals on Wheels as directed and support other feeding operations.
- Provide staff and support as part of an integrated case management system.

Salt Lake Valley Health Department

- Provide subject matter expertise, consultation, and technical assistance to ESF #6 partners on disaster human services issues.

- Provide medical staff and support to augment health services personnel as appropriate.
- Provide medical care and mental health services for affected populations either in or outside the shelter locations in accordance with appropriate guidelines.
- Provide technical assistance for shelter operations related to food, vectors, water supply, and wastewater disposal.
- Help provide medical supplies and services, including durable medical equipment.
- Coordinate overall needs assessment and monitor potential health hazards.
- Identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and continuity locations.
- Provide accurate and timely emergency public information as coordinated through the PCJIC.

Salt Lake County Animal Services

- Provide support to ensure an integrated response to protect the safety and well-being of household pets and companion animals.
- Serve as the coordinating agency for all other animal support organizations in the county.
- Identify and provide qualified veterinary medical personnel for incidents/events requiring veterinary medical services or public health support for household pets and service animals.
- Coordinate and provide emergency and disaster-related veterinary medical care services to affected animal populations in or outside of shelter locations until local infrastructures are reestablished.
- Provide veterinary public health, zoonotic disease control, environmental health, and related service coordination.

Valley Emergency Communications Center

- Operate 24 hours a day/7 days a week.
- Provide after-hours notification for the emergency management office, emergency management staff, responders, and the media if conditions warrant, such as threat to life and property and safety of the responders.

Utah Transit Authority

- Help provide transportation resources during an emergency.

5.3 State Agencies

Utah Division of Homeland Security

- Coordinate the State of Utah's response to disasters.

- Support South Salt Lake City and Salt Lake County emergency management efforts when local resources are unable to cope with the situation and when a particular capability or resource is required but unavailable.
- Contact the federal government for assistance if the state is unable to fulfill the request.

5.4 Federal Agencies

Federal Emergency Management Agency

- Coordinate the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or human-caused, including acts of terror.

National Weather Service

- Issue severe weather watches and warnings.

5.5 Nongovernmental Organizations

American Red Cross

- Provide staff to work at the EOC each day to support mass care and sheltering activities.
- Provide subject matter expertise on regulations, policy, and all relevant American Red Cross (ARC) issues, including general mass care planning, preparedness, and response and recovery activities as ARC-specific activities in these areas.
- Provide information on current ARC mass care activities as required.
- Support reunification efforts through the Safe and Well web site and in coordination with government entities as appropriate.
- Provide public health and safety, and lessen or avert the threat of an incident becoming a catastrophic event.
- An event may start out small and escalate quickly or a major first aid services at shelter locations managed by the ARC.
- Provide staff and support as part of an integrated case management system.

Section 6

DIRECTION, CONTROL, AND COORDINATION

South Salt Lake City's emergency response forces (emergency medical services [EMS], fire, law enforcement, and public works) are responsible for responding to emergencies and disasters within the city.

South Salt Lake City Emergency Management coordinates response to major events when required through the South Salt Lake City Emergency Operations Center (EOC). The South Salt Lake City emergency manager, in collaboration with the South Salt Lake City mayor, will focus on a declaration of a local state of emergency when necessary. If the emergency exceeds locally available resources, the South Salt Lake City emergency manager can request county assistance from Salt Lake County Emergency Management. Salt Lake County Emergency Management is the agency charged with coordinating disaster response by jurisdictions located within Salt Lake County.

The South Salt Lake City Emergency Operations Plan (EOP) components will be coordinated as follows:

1. This promulgated EOP is effective immediately upon approval and implementation.
2. All departments, agencies, and organizations involved in the execution of this EOP will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and the implementing instructions for preparedness, response, and recovery activities.
3. All organizations are responsible for developing and maintaining internal operating and notification procedures.
4. All responding organizations are responsible for filling any important vacancies, recalling personnel from leave if appropriate, and alerting those who are absent due to other duties or assignments.
5. Unless otherwise directed, existing organization/agency communications systems and frequencies will be employed.
6. Unless otherwise directed, the release of information to the public or media will be handled through the jurisdiction's joint information system using the concepts outlined in Emergency Support Function (ESF) #15 – External Affairs.
7. Personnel designated as representatives in the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.
8. Once the EOC has been activated, organizational and agency representatives will complete the following:
 - a. Report to EOC check-in immediately upon arrival to receive a situation update and to confirm table/telephone assignments.
 - b. Provide name, agency, and contact information on EOC staffing chart.

- c. Ensure adequate 24/7 staffing for long-term EOC activations.
 - d. Ensure that their departments and agencies are kept constantly informed of the situation, including major developments, decisions, and requirements.
 - e. Maintain coordination with other appropriate organizations and agencies.
 - f. Thoroughly brief incoming relief personnel and inform the EOC incident manager of the changeover prior to departing. The briefing will include, at a minimum, information on what has happened, problems encountered, actions pending, and the location and phone number of the person being relieved.
9. The safety of the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will consider safety prior to any implementing decision, and safety will be constantly monitored during the operation itself.

6.1 Preliminary Damage Assessment

A preliminary damage assessment is conducted within the framework of a declaration process. The preliminary damage assessment assists the South Salt Lake City mayor in determining which resources are available and what additional needs may be required. Damage assessments are to be relayed to the EOC through damage assessment components. South Salt Lake City will work with Salt Lake County Emergency Management to assemble assessments in the EOC environment.

A preliminary damage assessment team may be composed of personnel from the Federal Emergency Management Agency (FEMA), the state emergency management agency, county and South Salt Lake City officials, and the U.S. Small Business Administration. The team's work begins with reviewing the types of damage or emergency costs incurred by the units of government and the impact to critical facilities, such as public utilities, hospitals, schools, and fire and police departments. They will also look at the effect on individuals and businesses, including the amount of damage and the number of people displaced as well as the threat to health and safety caused by the event. Additional data from the American Red Cross or other local voluntary agencies may also be reviewed. During the assessment, the team will collect estimates of the expenses and damages compiled by the EOC.

This information can then be used by the governor to support a declaration request that will outline the cost of response efforts, such as emergency personnel overtime, other emergency services shortfalls, community damage, citizenry affected, and criteria to illustrate that the needed response efforts are beyond state and South Salt Lake City recovery capabilities. The information gathered during the assessment will help the governor certify that the damage exceeds state and local resources.

6.2 Response Procedures

South Salt Lake City Emergency Management will monitor impending emergencies and actual occurrences. If the readiness level indicates, the South Salt Lake City Emergency Management staff will notify any key response organizations. When events are such that normal response

procedures are inadequate, South Salt Lake City will declare a state of emergency and activate the EOP, mutual aid agreements, and the South Salt Lake City EOC. The South Salt Lake City emergency manager directs the activation and operation of the EOC.

For those situations where response is beyond the capability of South Salt Lake City due to the severity or the need for special equipment or resources, the South Salt Lake City will declare a state of emergency and request assistance from Salt Lake County Emergency Management.

The South Salt Lake City EOC serves as the central location for direction and control of response and recovery activities. When the EOC is fully activated, it will be staffed by the South Salt Lake City Emergency Management staff and personnel from each of the activated ESFs. Each ESF will designate a lead to direct the ESF's operation. These individuals will report to the South Salt Lake City emergency manager.

Emergency response actions may be undertaken and coordinated with or without activation of the South Salt Lake City EOC, depending on the severity of the impending or actual situation. The decision to activate the city EOC will be made by South Salt Lake City Emergency Management in conjunction with field command staff.

Response priorities will focus on life safety; basic survival issues (water, food, basic medical care, shelter); restoration of the community's vital infrastructures (water/waste systems, electric, phones, roads); cleanup and emergency repairs; and then recovery.

When South Salt Lake City requires shelter facilities, ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services will be notified to coordinate sheltering operations. A verbal announcement to school officials should be followed by a written notification.

The joint information center (JIC) will organize notifications to the public, business community, and other parties of developments and activities via the local media.

Local resources will be used fully before requesting mutual aid or state/federal assistance.

If South Salt Lake City resources cannot cope with an emergency, the South Salt Lake City will request mutual aid or Salt Lake County assistance. Salt Lake County is a participant in the Utah Interlocal Mutual Aid Agreement.

All requests for mutual aid and Salt Lake County/state/federal assistance will be coordinated by the South Salt Lake City EOC and forwarded to the Salt Lake County EOC. The Salt Lake County liaison will assist the South Salt Lake City with appropriate procedures to accomplish these efforts.

6.3 Response Recovery

South Salt Lake City emergency and public works personnel, volunteers, humanitarian organizations, and other private interest groups provide emergency assistance required to protect the public's health and safety and to meet immediate human needs.

If necessary, the mayor can declare a state of emergency and activate the South Salt Lake City's EOP to augment individual and public resources as required.

The South Salt Lake City EOC will conduct a needs assessment immediately after a disaster occurs. The needs assessment shall identify resources required to respond to and recover from

the disaster. This will form the basis for the request of Salt Lake County, state, and federal assistance.

ESF agencies shall report to the South Salt Lake City EOC as their first priority. They will prioritize their needs as quickly as possible accordingly:

1. Search and rescue operations
2. Human requirements (such as water, food, shelter, and medical support)
3. Property and infrastructure (transportation, communications, and utilities systems)

The EOC will compile damage assessment information to determine the fiscal impact and dollar loss associated with a disaster. Damage assessment information is needed to secure a presidential disaster declaration (not normally required before federal assistance is requested in a catastrophic disaster).

Emergency public information and rumor control are coordinated by ESF #15 – External Affairs. A JIC will be established when the South Salt Lake City EOC is activated or when a state of emergency has been declared for the South Salt Lake City. The JIC will be under the direction of the ESF #15 primary coordinator. The JIC will handle rumor control.

Mutual aid agreements will be used for support from other local governments. Mutual aid requests will be coordinated with the South Salt Lake City EOC and Salt Lake County EOC, if operational, to ensure coordination with other affected jurisdictions.

When the emergency has diminished to the point where the normal day-to-day resources and organization of South Salt Lake City can cope with the situation, the South Salt Lake City mayor terminates the state of emergency. The EOP and South Salt Lake City EOC may continue to function in support of limited emergencies and the recovery process.

The mayor may determine, after consulting with local government officials, that the recovery appears to be beyond the combined resources of the county and local governments and that state assistance is needed. The mayor must certify that the severity and magnitude of the disaster exceed city and local capabilities; certify that state assistance is necessary to supplement the efforts and available resources of the county and local governments, disaster relief organizations, and compensation by insurance for disaster-related losses; confirm execution of the South Salt Lake City's EOP; and certify adherence to cost-sharing requirements.

If South Lake City and Salt Lake County receive a presidential disaster declaration, a recovery team will be implemented to address long-term recovery issues.

6.4 Requesting State and Federal Resources

Requests for assistance will be forwarded to the Salt Lake County EOC, then to the Utah Division of Homeland Security from the Salt Lake County EOC when South Salt Lake City resources are exhausted or South Salt Lake City capabilities are unable to meet the need. The Utah Division of Homeland Security can orchestrate and bring to bear outside resources and materials to meet the situation. The State of Utah is able to contact the federal government for assistance if it is unable to fill the request.

6.5 Continuity of Government

Continuity of government is an essential function of emergency management and is vital during an emergency or disaster. All levels of government (federal, state, and local) share a constitutional responsibility to preserve life and property of its citizenry. Local continuity of government is defined as the preservation and maintenance of the local government's ability to carry out its constitutional responsibilities. Ordinances, administrative rules, and departmental procedures address continuity of government in South Salt Lake City.

Section 7

DISASTER INTELLIGENCE

Disaster intelligence relates to collecting, analyzing, and disseminating information and analyses that describe the nature and scope of hazards and their impacts. Intelligence and information sharing in the emergency operations center (EOC) is important, especially for each emergency support function (ESF) that is activated. It will be vital in evaluation of ESF resources, capabilities, and shortfalls (for example, availability of trained personnel, equipment, and supplies) and will help to determine the level of assistance that is needed according to each ESF. This information will become part of the planning and response process as ESF shortfalls are relayed to the South Salt Lake City EOC command staff.

Fusion centers provide analytical products (for example, risk and trend analyses) that are derived from the systematic collection and evaluation of threat information. Fusion centers provide access to national-level intelligence and can serve as a mechanism to deconflict information. The Salt Lake County Fusion Center, when activated, is located with the Salt Lake County EOC and will coordinate with the South Salt Lake City EOC as necessary.

ESF #5 – Emergency Management is responsible for establishing procedures for coordinating overall information and planning activities in the EOC. The EOC supports local emergency response and recovery operations; provides a nerve center for collection and dissemination of information to emergency management agencies in order to qualify for South Salt Lake City, Salt Lake County, state, and federal assistance; gauges required commitment of resources; and supports other emergency response organizations in their assigned roles.

Disaster intelligence incorporates essential elements of information, which include but are not limited to the following:

- Information element
- Specific requirements
- Collection method
- Responsible element
- Deliverables
- When needed
- Distribute to

Situational rapid assessment includes all immediate response activities that are directly linked to initial assessment operations to determine life-saving and life-sustaining needs. It is a systematic method for acquiring life-threatening disaster intelligence after a disaster has occurred. In an event that occurs without warning, a rapid assessment must be conducted, at least initially, with county resources. This assessment will lay the foundation for determining immediate response efforts and provide adequate local government response. Coordinated and timely assessments allow for prioritization of response activities, allocation of resources, and criteria for requesting mutual aid and state and federal assistance.

South Salt Lake City Emergency Management staff monitor events 24/7, which provides immediate information management. South Salt Lake City Emergency Management will activate local rapid assessment teams following an event where disaster intelligence is needed. Rapid assessment involves teamwork and requires personnel who are in place and know their responsibilities. The rapid assessment will be organized for information flow to a source that will most likely reside in the EOC. This person will prepare the documentation necessary to continue response operations and EOC activation, if necessary.

Assessment is accomplished in three phases:

- Rapid assessment, which takes place within hours and focuses on life-saving needs, hazards, and critical lifelines
- Preliminary damage assessment, which affixes a dollar amount to damage
- Combined verification, which includes a detailed inspection of damage to individual sites by specialized personnel

Development of rapid assessment procedures will provide guidance to all participating agencies that will be involved in the process. Rapid assessment procedures will include the following:

- Developing a jurisdictional profile
- Sectoring South Salt Lake City and performing an assessment by sector
- Looking at South Salt Lake City staffing patterns and possible resource needs
- Developing communication procedures
- Testing and exercising

Development of rapid assessment forms will assist pre-identified personnel as they collect intelligence. These checklists will ensure uniformity for information gathered, disseminated, and collected.

Section 8

COMMUNICATIONS

Emergency communications is defined as the ability of emergency responders to exchange information via data, voice, and video. Emergency response at all levels of government must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents.

Emergency communications consists of three primary elements:

- **Operability:** The ability of emergency responders to establish and sustain communications in support of the operation.
- **Interoperability:** The ability of emergency responders to communicate among jurisdictions, disciplines, and levels of government using a variety of communication mediums. System operability is required for system interoperability.
- **Continuity of communications:** The ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

8.1 Common Operating Picture

A common operating picture is established and maintained by the use of integrated systems for communication, information management, intelligence, and information sharing. This allows a continuous update of data during an incident and provides a common framework that covers the incident lifecycle across jurisdictions and disciplines.

A common operating picture accessible across jurisdictions and functional agencies should serve the following purposes:

- Allow incident managers at all levels to make effective, consistent decisions.
- Ensure consistency at all levels of incident management.

Critical aspects of local incident management are as follows:

- Effective communications
- Information management
- Information and intelligence sharing

A common operating picture and systems interoperability provide the information necessary to complete the following:

- Formulate and disseminate indications and warnings.
- Formulate, execute, and communicate operational decisions.
- Prepare for potential requirements and requests supporting incident management activities.

- Develop and maintain overall awareness and understanding of an incident within and across jurisdictions.

An emergency operations center (EOC) uses a combination of networks to disseminate critical information that constitutes a common operating picture, including the following:

- Indications and warnings
- Incident notifications
- Public communications

Notifications are made to the appropriate jurisdictional levels and to private sector and nongovernmental organizations through the mechanisms defined in emergency operations and incident action plans at all levels of government.

The types of communication used in an incident or event will vary depending on the complexity of the incident or event and will consist of internal communications and external communications. They may cross a broad spectrum of methods such as the following:

Internal Communications

- Landline
- Cellular phone
- Texting
- Paging/notification
- 800 MHZ
- Internet/WebEOC
- Amateur Radio Emergency Service (ARES)

External Communications

- Landline
- Fax
- Cellular phone
- Texting
- 800 MHZ
- Internet/WebEOC
- Joint Information System/Joint Information Center
- Emergency activation system
- Reverse 9-1-1
- Press releases
- News media

Agencies must plan for the effective and efficient use of information management technologies such as computers and networks for the following purposes:

- Tie together all command, tactical, and support units involved in incident management.
- Enable these entities to share information critical to mission execution and the cataloguing of required corrective actions.

Prior to an incident, entities responsible for taking appropriate pre-incident actions use communications and information management processes and systems to inform and guide various critical activities. These actions include the following:

- Mobilization or pre-deployment of resources
- Strategic planning by the following:
 - Preparedness organizations
 - Multiagency coordination entities
 - Agency executives
 - Jurisdictional authorities
 - EOC personnel

During an incident, incident management personnel use communications and information processes and systems to inform preparedness organizations, multiagency coordination entities, agency executives, jurisdictional authorities, and EOC personnel of the formulation, coordination, and execution of operational decisions and requests for assistance. Sustained collaborative effort over time will result in progress toward common communications and data standards and systems interoperability.

Section 9

ADMINISTRATION, FINANCE, AND LOGISTICS

9.1 Administration Information

- The EOC monitors 24 hours per day and is administered by South Salt Lake City Emergency Management. Day-to-day operations are under the direction the South Salt Lake City emergency manager.
- South Salt Lake City Emergency Management is responsible for the operational readiness of the EOC.
- Narratives and operational journals of response actions will be kept.
- All written records, reports, and other documents will follow the principles of the National Incident Management System (NIMS).
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.
- Organizations with responsibilities for implementing this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

9.1.1 Records Preservation and Restoration

All affected South Salt Lake City departments and agencies must ensure protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency. South Salt Lake City Emergency Management is charged with maintaining plans for the safety, recovery, and restoration of the South Salt Lake City's data and telecommunication systems during a disaster.

9.1.2 Reports and Records

General: The planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continual basis.

Reporting guidelines: South Salt Lake City and Salt Lake County will submit consolidated reports to the Utah Division of Homeland Security to include information from local municipalities. Local governments will submit situation reports, requests for assistance, and damage assessment reports to South Salt Lake City Emergency Management and Salt Lake County Emergency Management by the most practical means and in a timely manner. City departments and agencies will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the county and state.

Initial reports: Initial reports (needs assessment) are the basis for the governor's decision to declare a state of emergency and to request a presidential disaster declaration. These reports determine the specific types and extent of assistance made available to the affected area.

Updates: Situation reports outlining new developments and providing additional information will be forwarded as often as necessary in the most expeditious manner available. At a minimum, a daily situation report will be forwarded to the state EOC during a local activation.

Post-emergency reports: South Salt Lake City Emergency Management and Salt Lake County Emergency Management will submit the appropriate post-emergency reports to the following address:

Utah Division of Homeland Security

Department of Public Safety
1110 State Office Building
Salt Lake City, UT 84114
801 538-3400

9.2 Financial Management

The South Salt Lake City Emergency Operations Plan (EOP) assigns lead and support agencies for 17 functional areas of disaster response. Each agency assigned to an emergency support function (ESF) is responsible for mobilizing existing personnel, equipment, materials, supplies, and other resources under their control.

When agencies require additional resources, these requests will be referred to ESF #7 – Logistics Management and Resource Support. ESF #7 is tasked with identifying the most appropriate and economical method of meeting the resource request. There are four basic methods of meeting a resource request:

- Local forces are those resources under direct control of the city EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the South Salt Lake City EOC to augment staff during a locally declared state of emergency. Salt Lake County is a signature party of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery. All requests for mutual aid must follow the procedures established by the Utah Division of Homeland Security under this agreement.
- State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. It is anticipated that this response would occur early in the disaster for short time periods.
- All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Finance Department in a timely fashion. The auditor will ensure all documentation is complete, recorded on the appropriate forms, and is proper in all respects. If the South Salt Lake City emergency was federally declared, the auditor will submit for reimbursement. If the South Salt Lake City emergency was not declared, the documentation will serve as a recorded history of activity with expenditures.

9.2.1 Accounting

Complete and accurate accounts of emergency expenditures and obligations (including personnel and equipment costs) will be maintained. Such records are essential to identify and document funds for which no federal reimbursement will be requested and funds eligible for reimbursement under major emergency project applications. When federal public assistance is provided under the Disaster Relief Act, local projects approved by the Federal Emergency Management Agency (FEMA) are subject to state and federal audit. The Finance Department will coordinate the reimbursement documentation for the FEMA Public Assistance Program during a presidentially declared disaster for county government.

9.2.2 Fiscal Agreements

A clear statement of agreement between all major agencies responding to an emergency concerning payment or reimbursement for personnel services rendered, equipment costs, and expenditures of materials used in response to an emergency is mandatory.

9.3 Logistics

- South Salt Lake City Emergency Management maintains current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
- ESF #7 provides logistical and resource support, including locating, procuring, and issuing resources (such as supplies, office space, office equipment, fuel, communications contracting services, personnel, heavy equipment and transportation) to departments and agencies involved in delivery emergency response and recovery efforts.
- The mayor or designee has the authority to appropriate services and equipment from citizens as necessary in response to a disaster.
- Detailed information on logistical assets may be found in the resource and logistics annex.
- Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside South Salt Lake City unless the mayor, the South Salt Lake City emergency manager, or other designated representative grants approval.

Section 10

PLAN MAINTENANCE AND DISTRIBUTION

South Salt Lake City Emergency Management is responsible for the overall maintenance of this emergency operations plan (EOP) and for ensuring that changes and revisions are prepared, coordinated, published, and distributed.

This EOP will be reviewed and updated at least annually based on deficiencies identified in simulated or actual use or due to organizational or technological changes. All changes shall be recorded by the receiving department or agency.

EOP revisions will be forwarded to all organizations or agencies assigned responsibilities in the plan. Contact names and telephone numbers (for EOC staff, departments, agencies, special facilities, schools, etc.) shall be maintained by appropriate departments and agencies.

10.1 Emergency Operations Plan Maintenance

To maintain EOP capabilities and to be prepared for any emergency or disaster that may affect South Salt Lake City, South Salt Lake City Emergency Management has developed and maintains a multiyear strategy. Table 10-1 provides a standardized list of activities necessary to monitor the dynamic elements of the South Salt Lake City EOP and the frequency of their occurrence.

Table 10-1
EOP Maintenance Standards

| Activity | Tasks | Frequency |
|---|--|-------------------------------|
| Plan update and certification | <ul style="list-style-type: none">Review entire plan for accuracy.Incorporate lessons learned and changes in policy and philosophy.Manage distribution. | Annually |
| Train new South Salt Lake City Emergency Management staff | <ul style="list-style-type: none">Conduct EOP training for new South Salt Lake City Emergency Management staff. | Within 90 days of appointment |
| Orient new policy officials and senior leadership | <ul style="list-style-type: none">Brief officials on existence and concepts of the EOP.Brief officials of their responsibilities under the EOP. | Within 90 days of appointment |
| Plan and conduct exercises | <ul style="list-style-type: none">Conduct internal EOP exercises.Conduct joint exercises with South Salt Lake City emergency support functions.Support and participate in state-level and local-level exercises. | Annually |

Section 11

AUTHORITIES AND REFERENCES

11.1 Authorities

Under the provisions of Homeland Security Presidential Directive (HSPD)-5, the secretary of homeland security is the principal federal official for domestic incident management.

Federal Authorities

- Federal Civil Defense Act of 1950, (PL 81-950), as amended
- Disaster Relief Act of 1974, (PL 93-288) as amended
- Title III, of the Superfund Amendments and Reauthorization Act (SARA) of 1986, (PL 100-700)
- Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance
- October 1, 2008
- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Executive Order 12148 of July 20, 1979 as amended, Federal Emergency Management Agency (FEMA)
- National Fire Protection Association Standard 1600

The authorities under which this emergency operations plan (EOP) may be activated include the following:

State of Utah

- Title 63, Chapter 3, “State Emergency Management Act”

Salt Lake County

- Ordinance 2.86.010-120
- State of Utah EOP
- National Response Framework

South Salt Lake City

- South Salt Lake City Resolution No R 2010-28, A Resolution Adopting The Use of The National Incident Management System (NIMS)

11.2 Supporting Documents/Plans

- State of Utah EOP
- State of Utah Hazard Mitigation Plan
- FEMA 501, National Incident Management System

- FEMA 501-3, NIMS Basic – Preparedness
- FEMA 501-7, NIMS Basic – Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101
- Salt Lake County EOP, June 2010

11.3 Agreements

South Salt Lake City is part of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery.

Section 12

GLOSSARY

All-hazards: Describes all incidents, natural or human-caused, that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Emergency management: The preparation for, mitigation of, response to, and recovery from emergencies and disasters. Specific emergency management responsibilities include but are not limited to the following:

- Reducing vulnerability of Utah people and communities to damage, injury, and loss of life and property resulting from natural, technological, or human-caused emergencies or hostile military or paramilitary action
- Preparing for prompt and efficient response and recovery to protect lives and property affected by emergencies
- Responding to emergencies using all systems, plans, and resources necessary to preserve adequately the health, safety, and welfare of persons or property affected by the emergency
- Recovering from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies

Emergency manager: Staff member who is in charge of the emergency management agency and serves as the incident manager when the South Salt Lake City Emergency Operations Center is activated.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency operations center (EOC): A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders.

Emergency operations plan (EOP): Overview of South Salt Lake City's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed, explains the general concept of operations, and assigns responsibilities for emergency planning and operations.

Emergency support function (ESF): A functional emergency management responsibility established to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

Emergency support function (ESF) assignment matrix: Organizational grouping of all primary and support ESF agencies.

Federal Emergency Management Agency (FEMA): Agency of the U.S. government tasked with disaster mitigation, preparedness, response, and recovery planning.

Finance/Administration Section: Responsible for tracking incident costs and reimbursement accounting.

Homeland Security Presidential Directive (HSPD) 5: Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.

Incident Command System (ICS): An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures.

Joint Information Center (JIC): The primary location for the coordination of media relations located in or near the EOC.

Joint Information System: Provides the public with timely and accurate incident information and unified public messages. This system employs joint information centers and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.

Local government: Local municipal governments, the school board, and other government authorities created under county or municipal legislation.

Local nonprofits: Nonprofit agencies active in providing local community services that can either provide assistance during an emergency or would require assistance to continue providing their service to the community. United Way agencies are an example of local nonprofits under this category.

Logistics Section: Provides facilities, services, and materials (including personnel to operate the requested equipment) for the incident support.

Municipality: Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal EOP must be consistent with and subject to the applicable county EOP. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life and property and harm to the environment.

National Response Framework (NRF): The guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies. It establishes a comprehensive, national, all-hazards approach to domestic incident response.

Operations Section: Directs and coordinates all operations and assists the emergency management bureau chief with developing incident operations.

Planning Section: Responsible for collecting, evaluating, disseminating, and using information about the development of the incident and status of resources.

Primary emergency support function (ESF) agency: Agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF.

Primary ESF coordinator: The entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. Responsibilities of the ESF coordinator include the following:

- Coordinating before, during, and after an incident, including pre-incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private sector organizations
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate

Policy Group: Consists of executive decision-makers that are needed to collaborate to manage the consequences of the disaster. This group makes critical strategic decisions to manage the emergency.

Public information: Emergency information that is gathered, prepared, and coordinated for dissemination during a disaster or major event.

Safety/security: Safety/security is monitored and measures are developed for ensuring a safe and secure environment in which to run emergency operations.

State liaison: Individual appointed by the Utah Division of Homeland Security to act as liaison during emergency periods to coordinate state actions for providing effective coordination and communications during the event.

Standard operating procedures: States in general terms what the guideline is expected to accomplish.

Support ESF agency: Entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

Section 13

ACRONYMS

ARC – American Red Cross

ARES – Amateur Radio Emergency Service

CFR – Code of Federal Regulations

COOP – Continuity of Operations

HLS – Division of Homeland Security

EMAC – Emergency Management Assistance Compact

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

FEMA – Federal Emergency Management Agency

HSPD – Homeland Security Presidential Directive

HUD – U.S. Department of Housing and Urban Development

ICS – Incident Command System

JIC – Joint Information Center

NIMS – National Incident Management System

NRF – National Response Framework

SARA – Superfund Amendment and Reauthorization Act

USAR – Urban Search and Rescue

VECC – Valley Emergency Communications Center

Section 14

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

I. INTRODUCTION

The following pages detail each of the South Salt Lake City emergency support functions (ESF), including listings of primary and support agencies for each ESF, policies under which each ESF will operate, assumptions made in planning for each ESF, concepts of operation, and responsibilities.

II. POLICIES

All departments and agencies operating within each ESF will act in accordance with the South Salt Lake City Emergency Operations Plan, the emergency plans of each agency, and applicable state and federal guidelines.

III. SITUATION

Emergency or disaster response will be led by South Salt Lake City until the situation overwhelms city capabilities and resources. South Salt Lake City will then call upon Salt Lake County Emergency Management for assistance. In disaster or emergency situations when extensive South Salt Lake City assistance must be delivered in support of South Salt Lake City, South Salt Lake City Emergency Management will activate or place on standby all needed ESFs.

IV. CONCEPT OF OPERATIONS

ESFs operate as part of the Operations Section under Incident Command System (ICS). A primary agency coordinates the activities of the ESF with help from supporting agencies. South Salt Lake City will request assistance from South Salt Lake City Emergency Operations Center, the Operations Section chief will task ESFs with missions to respond to those requests and meet the needs the requests address. ESFs will coordinate with other ESFs, their local counterparts, and private organizations and vendors to accomplish their missions. ESFs will properly document their activities and keep fiscal records for costs incurred while performing assigned tasks.

V. RESPONSIBILITIES

The primary agency of each ESF is responsible for coordinating all activities falling under that ESF. In addition, each ESF is responsible for accomplishing mission tasks assigned to it by the Operations Section chief.

VI. REFERENCES

Documents any plans, standard operating procedures, etc. that will assist an ESF.

Emergency Support Function #1 –Transportation Annex

ESF Coordinator: Public Works Director

Primary Agencies: South Salt Lake Public Works Department

Support Agencies: South Salt Lake Police Department
South Salt Lake Fire/EMS
Granite School District
Utah Transit Authority
Utah Department of Transportation

County Liaison:

INTRODUCTION

Purpose

South Salt Lake Emergency Support Function (ESF) #1 -Transportations, assists South Salt Lake Public Works by:

- Provides support for the transportation of people and equipment during and following a catastrophic earthquake, significant natural disaster, or other emergency event; also provides support for mass transportation of citizens during a major evacuation utilizing resources from both the public and private sectors.

ESF #7 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake Emergency Operations Plan
- Salt Lake County Emergency Operations Plan

Scope

To provide transportation of people and equipment required to support response and recovery operation and/or the mass transportation of citizens threatened by a natural or man-made disaster. When an emergency or disaster requires transportation needs or a Federal Disaster Declaration is signed; the provision of the ESF #1 will be carried out.

Additionally the ESF #1 scope includes:

- Assist with emergency evacuation and re-entry.
- Process all transportation assistance requests from local governments and other ESFs.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Coordinate and prioritize the use of all modes of public and private transportation to transport people, goods, and services to and from the affected areas.
- Establish emergency highway traffic regulations to restrict roadway use and access as needed.
- Assist with recovery operations.
- ESF #1 will be the focal point of all transportation activity at the city level during and after activation of the South Salt Lake Emergency Operations Center (EOC).

Policies

The city's transportation planning will be directed toward satisfying the requirements of moving personnel and equipment to do their assigned disaster responsibilities in accordance with the department's SOP; or to provide transportation vehicles to move large numbers of people during any evacuation effort.

South Salt Lake Public Works will coordinate and direct the activities of ESF #1.

Assets available to ESF #1 will be used to assist local and county emergency operations and other ESFs with emergency efforts to move people, materials, equipment, and other resources as needed.

Resource allocation shall be prioritized as follows:

- Evacuating persons in immediate peril.
- Maintaining the movement of traffic for evacuees and the transportation of emergency response and recovery resources.
- Transporting people, materials, equipment and other resources to assist city government and other ESFs as needed.

CONCEPT OF OPERATIONS

General

If outside assistance is requested from Salt Lake County, Granite School District, Utah Transit Authority and the state of Utah, the South Salt Lake Public Works Department will retain control of all transportation and distribution needs during the disaster.

Upon request from South Salt Lake Emergency Management, South Salt Lake Public Works will have agency liaisons report to the South Salt Lake EOC to coordinate and implement the response to transportation-related requests for assistance.

The agency liaison(s) will staff the ESF #1 workstation in the EOC, identify needed support agencies, and ensure that support agencies are activated or placed on standby as needed.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

As the primary for all activities under ESF #1, the South Salt Lake Public Works, in coordination with South Salt Lake Emergency Management, will ensure that all agencies assigned to ESF #1 respond to requests for local transportation assistance.

Following any evacuation, the majority of requests for transportation resources will likely be generated by other ESFs.

Transportation equipment will be committed when authorized evaluation or re-entries have been made and when local resources are insufficient.

All support agencies and organizations will be notified and tasked to provide 24-hour representation as necessary. Each support agency and organization shall ensure that a sufficient number of personnel are available to staff the EOC workstation and support EOC activities on a continuous basis.

Individuals staffing the EOC on behalf of ESF #1 agencies and organizations should have extensive knowledge of the resources and capabilities of their respective agencies, and have access to the appropriate authority for committing agency resources.

ORGANIZATION

Transportation Structure

ESF #1 will organize under the leadership of South Salt Lake Public Works. South Salt Lake Public Works personnel assigned to the EOC will provide daily direction for all assigned missions. South Salt Lake Public Works, in coordination with South Salt Lake Emergency Management, shall develop an organizational structure for directing, planning, implementing, and monitoring missions assigned by South Salt Lake Emergency Management, according to the ESF concept.

The support agencies assigned to ESF #1 assist South Salt Lake Public Works with restoring the transportation network after a major disaster or emergency. Although the composition of the support agencies for ESF #1 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for providing transportation assistance to local governments following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS - TRANSPORTATION

In the event of an emergency or disaster, South Salt Lake Public Works will be notified by South Salt Lake Emergency Management.

South Salt Lake Public Works (primary agency) will request that South Salt Lake Emergency Management notify support agencies and organizations as needed.

ACTIONS: INITIAL ACTIONS - TRANSPORTATION SUPPORT

Upon notification of a potential or actual incident:

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Verify inventories of available vehicles and provide a summary listing to ESF #5: Emergency Management.
- Because Public Works is responsible to provide adequate transportation resources in case of an emergency/disaster, **a list of all available city vehicles and equipment will be available at the Public Works Department and a copy of that list will be placed in the EOC.**
- Establish communications with appropriate agency field personnel to coordinate response efforts.
- Pre-position response resources when it is apparent that city transportation resources will be required.
- Use information provided by ESF #5 Emergency Management to plan effective response actions.
- Pre-position recovery resources at the nearest staging area(s), as needed.
- Coordinate with ESF #6: Mass Care, Emergency Assistance, and Housing and Human Services for ground transportation of evacuees to shelters during evacuations.
- Coordinate with ESF #10: Oil and Hazardous Materials to identify any known hazardous materials transporters (for example, oil tankers or trucks) that could be affected by an emergency or disaster and could have a bearing on the commitment of transportation resources.
- Implement predetermined cost accounting measures for tracking overall ESF #1 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Coordinate with Salt Lake County ESF counterpart as needed.

ACTIONS: CONTINUING ACTIONS - TRANSPORTATION SUPPORT

- Coordinate the transportation of personnel, goods, and services in response to requests for assistance.
- Reassess priorities and strategies to meet the most critical transportation needs.
- Track committed transportation resources and provide information to ESF #5 Emergency Management.
- Prepare and process reports using established procedures, giving attention to matters that will be of interest in after action reports.
- Draft recommendations for after action reports and other reports as appropriate.
- Develop strategies, in coordination with ESF #5 Emergency Management, for supporting recovery operations

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

RESPONSIBILITIES: TRANSPORTATION

Primary Agency

As the primary agency for Transportation, the South Salt Lake Public Works Department has the overarching responsibility for execution of the responsibilities of the ESF #1 Transportation. In this role South Salt Lake Public Works:

- Coordinate with support agencies and South Salt Lake Emergency Management to direct transportation resources and prioritize transportation needs.
- Ensure replacement of critical traffic control signs and signals that have been damaged, destroyed, or lost in affected areas.
- Ensure that necessary cost accounting measures are being used by all support agencies and that summary reports are generated as needed and shared with ESF #5 Emergency Management.
- Coordinate with ESF #7 Logistics Management and Resource Support to obtain information related to vendors, volunteer groups, and other organizations that may be able to supplement local and county transportation resources.
- Coordinate with ESF #3 Public Works and Engineering to commit agency resources for debris removal, construction work, and other public works-related tasks as needed.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake Emergency Operations Plan.

SUPPORT AGENCIES: TRANSPORTATION

| AGENCY | FUNCTIONS |
|---------------------------------------|---|
| Internal City Support Agencies | |
| Public Works | Provides operators, drivers, trucks, and heavy equipment. |
| Police Department | The South Salt Lake Police Department is responsible for law enforcement in the city and provides transportation-related services as necessary. |
| Fire/Department | South Salt Lake Fire/EMS Department is responsible for fire/ems protection in the city and provides transportation-related services as necessary. |
| External Support Agencies | |
| Utah Transit Authority | Provides drivers, buses, vans, and other support equipment. |
| Granite School District | Provides buses and vans to support transportation/evacuation resource needs |

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

| AGENCY | FUNCTIONS |
|---|--|
| Utah Department of Transportation | Utah Department of Transportation maintains the road system in the city and county and commits resources as needed in support of ESF #1. |
| External Suppliers and Service Providers | |

Emergency Support Function #2 – Communications Annex

ESF Coordinator: **Emergency Service Bureau Director**

Primary Agencies: **South Salt Lake City Fire Department**

Support Agencies: **Salt Lake County Amateur Radio Emergency Service (ARES)**
 South Salt Lake City Management Information Services
 South Salt Lake City Police Department
 Valley Emergency Communication Center (VECC)

County Liaison:

INTRODUCTION

Purpose

The purpose of South Salt Lake City Emergency Support Function (ESF) #2: Communications is to organize, establish, and maintain the communications capabilities necessary to meet the operational requirements of South Salt Lake City in preparing for, responding to, and recovering from emergencies and disasters. It also provides guidance for rapidly warning key officials and the general public of a potential or occurring emergency or disaster.

During periods of emergency and disaster it will be necessary the communication system be capable of rapidly receiving and transmitting emergency information necessary for the direction, control and coordination of government agencies. ESF #2 Communications, will coordinate telecommunication support necessary to conduct disaster response and relief operations. (The Federal and State communication systems will be utilized if the local capabilities are exhausted and a requirement arises for outside assistance).

ESF #2 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan
- Salt Lake County Emergency Operations Plan

Scope

ESF #2 will coordinate the use and maintenance of telecommunications systems for emergency management functions within South Salt Lake City during times of disaster. Those systems include voice, data, and radios. Specific operating procedures and protocols are addressed in procedure manuals of participating departments.

ESF #2 will be the focal point of all communications activity at the city level during and after

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

activation of the South Salt Lake City Emergency Operations Center (EOC).

Policies

The South Salt Lake City Fire Department will coordinate and direct the activities of ESF #2 Communications.

Assets available to ESF #2 will be used to assist city emergency operations agencies and other ESFs with establishing and maintaining emergency communications during the emergency response and recovery phases.

CONCEPT OF OPERATIONS

General

The South Salt Lake City Emergency Operations Center (EOC) has overall responsibility for providing direction and control and coordinating communication services during disaster situations. It is therefore of the utmost importance to have the EOC in communication with the numerous responding government agencies, plus the outside sources of relief and assistance. Communication service for the EOC will be coordinated by the South Salt Lake City Fire Department with the assistance of the Support Agencies. Primary location of all communication efforts will be located in the EOC. Secondary location of the alternate EOC shall be the South Salt Lake City Hall Building which is kept and maintained at 220 East Morris Avenue in South Salt Lake. Auxiliary communications networks will also be utilized as needed through the Sheriff, Fire, Public Works, Public Utilities, and all other agencies having independent communications systems.

City-Wide Disaster

During a major natural disaster, the City EOC is fully activated. Once activated, the primary EOC accesses various agency communications networks, as persons reporting to the EOC are directed to bring the means of contacting, and maintaining contact, with their respective organizations.

The primary communication system for command and control during EOC operations are telephone, 800, VHF, & UHF radios, amateur radio equipment, NAWAS and the CSEPP hotline telephone.

Communications with Public Safety emergency vehicles is conducted via the respective 911/Dispatch Center. South Salt Lake A.R.E.S. establishes and coordinates radio communication between the EOC, the American Red Cross, public shelters, and when required, other critical locations.

Mobile Command Post (MCP)

For on-site command and coordination of departmental assets during localized or the establishment of forward command and control activities during major disaster response operations, the Mobile Command Post (MCP) may be deployed. The MCP will be the primary

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

means of coordinating activities of various agencies at a site or in a specific area of responsibility. The MCP will be equipped to communicate on all department frequencies. The MCP may be deployed at any time at the direction of the department.

Upon request from South Salt Lake City Fire Department, all city departments and agencies will have agency liaisons report to the EOC to coordinate and implement communications related requests for assistance.

The South Salt Lake City Fire Department liaison will staff an ESF #2 work station, identify needed support agencies for ESF #2, and take the steps necessary to ensure that support agencies are activated or placed on standby as needed.

As the primary agency for all activities under ESF #2, the South Salt Lake City Fire Department will ensure that agencies assigned to ESF #2 respond to all requests for local communications assistance.

All support agencies and organizations will be notified and tasked with providing 24-hour representation for as long as necessary. Each support agency and organization is responsible for ensuring that enough program staff is available to work in the EOC and carry out the activities tasked to the organization on a continuous basis.

Those individuals sent to represent organizations at the EOC will have extensive knowledge of the resources and capabilities of their respective agencies and organizations, and have the appropriate authority for committing such resources.

ORGANIZATION

Communications Structure

South Salt Lake City Fire Department serves as the primary agency for ESF #2 Communications and will provide direction for all missions assigned to this ESF.

South Salt Lake City Fire Department shall develop an organizational structure for directing, planning, implementing, and monitoring mission assignments according to the ESF concept.

The support agencies assigned to ESF #2 Communications assists South Salt Lake City Fire Department with maintaining communication service for emergency response and recovery efforts. Although the composition of the support agencies for ESF #2 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for providing communication assistance to local governments.

ACTIONS: INITIAL AND CONTINUING ACTIONS - COMMUNICATIONS

In the event of an emergency or disaster, South Salt Lake City Fire Department will be notified by Valley Emergency Communications Center.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

South Salt Lake City Fire Department (primary agency) will notify support agencies and organizations as needed.

ACTIONS: INITIAL ACTIONS - COMMUNICATIONS

- Develop strategies for initial response.
- Verify inventories of ESF #2 communication resources and provide summary listing to ESF #5 Emergency Management.
- Implement predetermined cost accounting measures for tracking overall ESF #2 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Pre-position response when it appears city communications resources will be required.
- Use information provided by ESF #5 Emergency Management for planning response actions.
- Assess the need for industry telecommunications support. Obtain such support as needed.
- Coordinate the acquisition and deployment of communications equipment, personnel, and other resources to establish temporary communications within the affected area(s).
- Pre-position anticipated recovery communication resources to the nearest staging area(s) as needed.
- Keep abreast of the plans and actions of the commercial telecommunications companies to restore services and provide a summary to ESF #5 Emergency Management.
- Coordinate with ESF #6: Mass Care, Emergency Assistance, and Housing and Human Services to develop and maintain adequate communications at local shelters.
- Coordinate with ESF #7: Logistics Management and Resource Support to procure needed communication equipment and service.
- Coordinate with Salt Lake County Emergency Management ESF counterpart as needed.

ACTIONS: CONTINUING ACTIONS - COMMUNICATIONS

- Coordinate communications support to all government and volunteer agencies as needed.
- Reassess priorities and strategies in light of the most critical communication needs.
- Track committed resources and provide information to ESF #5 Emergency Management.
- Prepare and process reports using established procedures, giving attention to matters that will be of interest in after action reports.
- Draft recommendations for after action reports and other reports as needed.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Develop strategies, in coordination with ESF #5 Emergency Management, for supporting recovery operations, including the availability, operational condition, duration of need, and logistical requirements of equipment and other resources needed.
- Assist as needed with assessing damage to the communications infrastructure, with special attention to publicly owned communication systems and facilities, and provide tabulated results to ESF #5 Emergency Management.

RESPONSIBILITIES: COMMUNICATIONS

Primary Agency

As the primary agency for ESF #2 Communications, the South Salt Lake City Fire Department has the overarching responsibility for the execution of the responsibilities of the ESF #2 Communications. In this role South Salt Lake City Fire Department:

- Coordinate with support agencies to direct communications resources and prioritize communication needs.
- Coordinate the maintenance and continued operations of radio, landline telephone, and internet communications during times of disaster.
- Coordinate replacement and restoration of critical damaged or destroyed communications equipment and facilities in the affected areas.
- Coordinate with all support agencies to ensure adequate cost accounting measures are being used and summary reports are generated and shared with ESF #5 Emergency Management.
- Coordinate the communication capabilities of all ESFs adequately for their needs.
- Coordinate, assess, and restore operations of the South Salt Lake City radio network(s) as needed (Note: South Salt Lake City has radio networks, data networks, wireless networks, landline telephone service, and cell phone and satellite phone services with other city departments and the private sector that will be established for the EOC immediately following any disaster.).
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

Responsibilities of Support Agencies

- Send a liaison to the EOC as directed by the South Salt Lake City Fire Department.
- Commit resources as needed.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

SUPPORT AGENCIES: COMMUNICATIONS

| AGENCY | FUNCTIONS |
|---|--|
| Internal City Support Agencies | |
| Information Technology Department | Provide telecommunications support as necessary to support disaster operations. |
| Police Department | Police Department will work closely with the communications officer to assure timely and efficient installation of required equipment. |
| External Support Agencies | |
| VECC | Establish and maintain operational capabilities for communications with the South Salt Lake City EOC during disasters. |
| A.R.E.S. | ARES provides amateur radio service for the county that will be initiated and coordinated by the South Salt Lake City Fire Department. Provide radio operators and equipment for public shelters, when requested, to support communications between the shelter managers and the EOC (ESF #2 and ESF #6) and the American Red Cross Disaster Services Operations Center. |
| External Suppliers and Service Providers | |

Emergency Support Function #3 – Public Works and Engineering Annex

ESF Coordinator:

Primary Agencies: South Salt Lake City Public Works Department

Support Agencies: Utah Department of Transportation
Utility Companies
Water/Wastewater Districts
Salt Lake Valley Health Department

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #3 - Public Works and Engineering coordinates and directs public works and engineering efforts to support local governments and South Salt Lake City in lifesaving and life-protecting activities prior to, during, and immediately following a major disaster.

ESF #3 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan
- Salt Lake County Emergency Operations Plan

Scope

ESF #3 will provide the following types of services to local governments to protect lives and provide for the health and safety of the general public:

- Technical advice and evaluations.
- Construction management and inspections.
- Direct city assistance and emergency contracting services for repair and restoration of water, wastewater, and solid waste facilities.
- Emergency debris clearance for reconnaissance and passage of emergency response personnel, equipment, and supplies.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Repair and restoration of damaged emergency access routes necessary for the transportation of emergency rescue personnel and supplies.
- Emergency demolition and stabilization of damaged structures, as appropriate, to facilitate emergency response operations.
- Processing of all public works and engineering assistance requests from local governments and other ESFs

Policies

- South Salt Lake City Public Works will coordinate the activities of ESF #3.
- South Salt Lake City Public Works will direct emergency response operations related to all aspects of the city transportation infrastructure with ESF #1 Transportation.
- South Salt Lake City Public Works will coordinate emergency response operations related to all aspects of the city's construction, water, wastewater, and solid waste infrastructure.
- Assets available to ESF #3 will be used to assist city emergency operations agencies and other ESFs with emergency public works and engineering needs.

CONCEPT OF OPERATIONS

General

Major natural or man-made disasters require a rapid response from public and private providers of essential services. The purpose of this ESF is to identify those responsibilities, which may exceed the normal tasks of those public and private agencies which provide essential services, and to provide public works and engineering support related to lifesaving or life protecting activities prior to, during, and following a major or catastrophic disaster

ESF #3 Public Works and Engineering support, includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, and the emergency repair of water, wastewater, and solid waste facilities. ESF #3 also includes the emergency clearance of debris to allow inspection and reconnaissance of the damaged areas and passage of emergency vehicles, personnel and equipment for lifesaving, life protecting, and health and safety purposes during the immediate response phase following a disaster.

ESF #3 shall undertake the clearing, repair and reconstruction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies. These routes may include streets, roads, bridges, waterways, airfields and any other transportation facilities.

ESF #3 shall coordinate the emergency restoration of critical public services and facilities including the supply of adequate amounts of potable water, temporary restoration of water supply systems and the provision of water for firefighting. Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public safety or as necessary for life saving operations shall also be coordinated by ESF #3.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

ESF #3 shall also provide technical assistance and liaison personnel for Rapid Impact Assessment Teams and other damage assessment efforts.

ORGANIZATION

Public Works Structure

As the ESF #3 primary agency, South Salt Lake City Public Works provides direction in all matters related to roadway repair, restoration, and construction, and shall provide direction in all matters related to building construction and public works.

The support agencies assigned to ESF #3 support the restoration of transportation and public works infrastructures after a major disaster or emergency. Although the composition of the support agencies for ESF #3 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for providing public works and engineering assistance to local governments following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – PUBLIC WORKS AND ENGINEERING

In the event of an emergency or disaster, South Salt City Public Works Department will be notified by South Salt Lake City Emergency Management.

South Salt Lake City Public Works Department (primary agency) will notify support agencies and organizations as needed.

ACTIONS: INITIAL ACTIONS – PUBLIC WORKS AND ENGINEERING

- Develop strategies for initial response, including the mobilization of resources and personnel.
- Deploy personnel and resources as required.
- Verify inventories of available vehicles and public works and engineering services, and provide a summary listing to ESF #5 Emergency Management.
- Each ESF agency will establish communications with appropriate agency field personnel for the coordination of response efforts.
- Implement predetermined cost accounting measures for tracking overall ESF #3 personnel, equipment, materials, and other costs incurred undertaking emergency response actions.
- Pre-position response resources when it appears city public works and engineering resources will be needed.
- Use information provided by ESF #5 Emergency Management to plan effective response actions.
- Pre-position recovery resources to the nearest staging area(s), as needed.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Prioritize roadway corridors, bridges, and airstrips for emergency debris clearance and repair to access affected areas.
- Provide for legal waivers concerning construction contracts, debris disposal, and other emergency response actions to ensure rapid restoration of services.
- Coordinate with Salt Lake County Emergency Management ESF counterpart as needed

ACTIONS: CONTINUING ACTIONS – PUBLIC WORKS AND ENGINEERING

- In response to requests for assistance, coordinate the mobilization and deployment of personnel, equipment, and materials with South Salt Lake City Emergency Management.
- Reassess priorities and strategies to meet the most critical public works and engineering needs.
- Track committed resources and provide information to ESF #5 Emergency Management.
- Provide personnel to assist in completing preliminary damage assessments as needed.
- Coordinate with ESF #6: Mass Care, Emergency Assistance, and Housing and Human Services to provide emergency debris clearance for sheltering operations, safe passage for emergency workers, and other related matters.
- Draft recommendations for after action reports and other reports as needed.
- In coordination with ESF #5 Emergency Management, develop strategies for supporting recovery operations.
- Upon request by South Salt Lake City Emergency Management, provide engineers, skilled personnel, and construction workers, along with necessary equipment and materials, to assist in recovery operations.
- Continue to coordinate with local and state counterparts as needed.

RESPONSIBILITIES: PUBLIC WORKS AND ENGINEERING

Primary Agency

As the primary agency for ESF #3 Public Works and Engineering, the South Salt Lake City Public Works Department has the overarching responsibility for the execution of the responsibilities of the ESF #3 Public Works and Engineering. In this role South Salt Lake City Public Works:

- Deploy agency resources in coordination with ESF #3 support agencies.
- Coordinate with support agencies to prioritize needs and direct public works and engineering resources, including engineers, skilled personnel, construction workers, equipment, and

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

materials for the following tasks:

- Removal of debris to restore access.
- Repair and restoration of water and wastewater facilities.
- Repair and restoration of critical public services and facilities.
- Repair or demolition of damaged structures and facilities as appropriate.
- Completion of damage assessments.
- Support other ESFs.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

Responsibilities of Support Agencies

- Report to the EOC as directed by South Salt Lake City Public Works or South Salt Lake City Emergency Management.
- Provide ESF #3 an inventory of agency public works and engineering resources.
- Commit resources as needed.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

SUPPORT AGENCIES: PUBLIC WORKS AND ENGINEERING

| AGENCY | FUNCTIONS |
|---------------------------------------|--|
| Internal City Support Agencies | |
| | |
| External Support Agencies | |
| Utah Department of Transportation | Provide staff and equipment support to infrastructure restoration efforts as requested |
| Utility Companies | Prior to a natural disaster when adequate warning and lead-time is present, prepare precautionary measures to safeguard the natural gas distribution system. Coordinate efforts to repair damaged elements of the natural gas distribution system in conjunction with other infrastructure repair and |

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

| AGENCY | FUNCTIONS |
|---|--|
| | <p>hazard removal efforts.</p> <p>Prior to a natural disaster when adequate warning and lead-time is present, prepare precautionary measures to safeguard the electricity distribution system.</p> <p>Assist with personnel, equipment, and/or supplies on call.</p> |
| Water and/or Wastewater Districts | <p>Protection of and reestablishment of the water supply, followed closely by the repair and rehabilitation of the wastewater collection and treatment system.</p> <p>Utilize those resources available to affect the emergency repair, rehabilitation and/or reconstruction of the potable water and sewage systems.</p> <p>Implement any existing mutual aid agreements with other public works and utility departments.</p> <p>Provide manpower and equipment necessary to assist search and rescue efforts.</p> <p>Provide liaison and direction to private utility companies, and coordinate outside aid directed to those private companies, county and municipalities via ESF #3.</p> |
| Salt Lake Valley Health Department | <p>Prior to a natural disaster when adequate warning and lead-time is present, prepare precautionary measures to safeguard existing food supplies.</p> <p>Identify spoiled or otherwise unsafe food supplies and coordinate with ESF #3 its removal and disposal.</p> <p>Coordinates with the Public Works Department and the DEQ to ensure health standards are maintained at all debris disposal sites.</p> <p>Acquires environmental permits/clearances from the Department of Environmental Quality and other agencies.</p> <p>Coordinates with the Public Works Department in the selection of debris disposal sites.</p> |
| External Suppliers and Service Providers | |

Emergency Support Function #4 – Firefighting Annex

ESF Coordinator: South Salt Lake City Fire Chief

Primary Agencies: South Salt City Fire Department

Support Agencies: Metro Fire
South Salt Lake City Police Department
South Salt Lake City City Public Works

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #4 - Firefighting Services provides a comprehensive mechanism to ensure appropriate use of local fire resources prior to and after a disaster. This shall include but is not limited to the detection and suppression of urban, rural, and wildland fires resulting in or occurring coincidentally with a significant disaster or event.

ESF #4 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan
- Salt Lake County Emergency Operations Plan

Scope

ESF #4 coordinates firefighting activities (including the detection and suppression of fires within South Salt Lake City) and provides personnel, equipment, and supplies to support local agencies involved in urban, rural, and wildland firefighting operations. In addition South Salt Lake City firefighters provide emergency medical transportation.

Policies

The South Salt Lake City Fire Department will coordinate and direct the emergency response operations of ESF #4.

Assets available to ESF #4 will be used to assist and augment local emergency firefighting operations.

ESF #4 will coordinate with ESF #8 Public Health and Medical Services regarding medical assistance and transportation of victims beyond establishing initial collection sites.

CONCEPT OF OPERATIONS

General

- Fire protection and rescue functions in any disaster situation are generally the same as during normal operations. Usually, fire and emergency medical units are first to respond to an emergency. Their primary responsibility is life safety, reducing injuries, protecting property and the environment.
- Upon request from the South Salt Lake City Emergency Management, the South Salt Lake City Fire Department will make liaisons available to report to the city EOC for the coordination and implementation of firefighting-related requests for assistance.
- The agency liaisons will staff an ESF #4 work station, identify needed support agencies, and take the necessary steps to ensure that support agencies are activated or placed on standby as needed.
- The South Salt Lake City Fire Department, as the lead for all activities under ESF #4, will attempt to ensure that agencies assigned to ESF #4 respond to requests for local firefighting assistance.
- ESF #4 will coordinate and mobilize the resources of the city, county and volunteer organizations to assist local firefighting efforts.
- All support agencies and organizations will be notified and tasked to provide 24-hour representation as necessary. Each support agency and organization shall ensure that a sufficient number of personnel are available to report to and support EOC activities on a continuous basis.
- Individuals staffing the EOC on behalf of ESF #4 agencies and organizations should have extensive knowledge of the resources and capabilities of their respective agencies, and have the appropriate authority for committing agency resources.

ORGANIZATION

Firefighting Structure

ESF #4 will organize under the leadership of the South Salt Lake City Fire Department. South Salt Lake City Fire Department personnel assigned to the EOC will provide daily direction for all assigned missions. The South Salt Lake City Fire Department, in coordination with South Salt Lake City Emergency Management, shall develop an organizational structure for directing, planning, implementing, and monitoring missions assigned by South Salt Lake City Fire Department, according to the ESF concept.

The support agencies assigned to ESF #4: Firefighting Services assist the South Salt Lake City Fire Department with firefighting-related activities after a major disaster or emergency. Although the composition of the support agencies for ESF #4 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

providing firefighting assistance to local governments following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – FIREFIGHTING

When an actual or pending emergency exists with the potential to affect South Salt Lake City, the South Salt Lake City Fire Department will be notified by the Valley Emergency Communication Center (VECC).

In the event that off-duty fire personnel need to be called back, battalion chiefs will coordinate with the operations chief.

All support agencies for ESF #4 will be notified for potential availability and use. The support agencies shall be responsible for notifying their respective chiefs and calling back personnel as needed.

Availability of other resources will be confirmed by South Salt Lake City Fire Department.

ACTIONS: INITIAL ACTIONS – FIREFIGHTING

- Develop strategies for initial response.
- ESF #4 shall coordinate needs and response actions through area commands, if appropriate.
- Verify inventories of available firefighting resources and services, and provide a summary listing to ESF #5 Emergency Management.
- Implement predetermined cost accounting measures for tracking overall ESF #4 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Pre-position response resources when it appears that city firefighting resources will be required.
- Use information produced by ESF #5: Emergency Management to plan effective response actions.
- Coordinate with other local agencies and other ESFs in the commitment of firefighting, transportation, and resource procurement from outside the affected areas.
- Coordinate with ESF #8 Public Health and Medical Services regarding medical assistance and the transportation of victims beyond the established collection sites.
- Coordinate with Utah Division of Homeland Security ESF counterpart as needed.

ACTIONS: CONTINUING ACTIONS – FIREFIGHTING

- Track committed resources and provide a summary to ESF #5 Emergency Management.
- Priorities shall be continually reassessed to address the most critical fire service needs and

the development of strategies to meet them.

- Draft recommendations for after action reports and other reports as needed.
- Develop strategies, in coordination with ESF #5 Emergency Management, for supporting recovery operations.
- Upon request, ESF #4 will provide firefighting resources to assist recovery efforts.

RESPONSIBILITIES: FIREFIGHTING

Primary Agency

As the primary agency for ESF #4 Firefighting, the South Salt Lake City Fire Department has the overarching responsibility for the execution of the responsibilities of the ESF #4 Firefighting. In this role South Salt Lake City Fire Department:

- Deploy and use agency resources in coordination with ESF #4 support agencies.
- Coordinate with support agencies to prioritize needs and direct firefighting resources and services.
- Support the actions of other ESFs in accordance with established priorities.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

Responsibilities of Support Agencies

- Report to the EOC as directed by the South Salt Lake City Fire Department or South Salt Lake City Emergency Management.
- Provide ESF #4 with an inventory of agency firefighting resources and services.
- Commit agency resources as needed.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.
- **Metro Fire Agency:** Eight member cities (Bluffdale, Midvale, Murray, Sandy, South Jordan, South Salt Lake, West Jordan, and West Valley) have an interlocal agreement that provides for sharing resources and equipment for firefighting, emergency medical services, and special operations services to the citizens and visitors of the communities. The agencies shall coordinate through ESF #4 for firefighting assistance.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

SUPPORT AGENCIES: FIREFIGHTING

| AGENCY | FUNCTIONS |
|---|---|
| Internal City Support Agencies | |
| Police Department | Provide staff and equipment in support of firefighting efforts |
| Public Works | Provide staff and equipment in support of firefighting efforts |
| | |
| | |
| External Support Agencies | |
| Metro Fire | Provide staff and equipment in support of firefighting efforts. |
| | |
| | |
| External Suppliers and Service Providers | |

Emergency Support Function #5 – Emergency Management Annex

ESF Coordinator: South Salt Lake City Emergency Services Bureau Director

Primary Agencies: South Salt Lake City Emergency Services Bureau

Support Agencies: All City Departments

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City ESF #5 Emergency Management establishes, coordinates, and maintains citywide emergency management activities and intergovernmental, private, and volunteer partnerships to establish sustainable communities and support responses to and recovery from emergencies, as well as collect and disseminate critical information.

ESF #5 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan
- Salt Lake County Emergency Operations Plan

Scope

ESF #5 coordinates the overall information-gathering and planning activities in the South Salt Lake City Emergency Operations Center (EOC) in support of federal, state, county, and local response operations. These activities include the following:

- Collecting and processing information from ESFs, local governments, and other sources for use by response organizations and inclusion in briefings, reports, and press releases.
- Displaying pertinent information for briefings using maps, charts, and electronic mediums.
- Consolidating, reviewing, and analyzing information in support of the ongoing response planning process

Policies

- South Salt Lake City Emergency Services Bureau will coordinate and direct the activities of ESF #5.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Assets available to ESF #5 will be used to enhance the city's overall emergency response efforts.
- ESF #5 will collect and process information and disseminate it for use by other ESFs, local governments, and volunteer and other organizations. The information will support needs to conduct planning operations and create reports, briefings, and displays.
- ESF #5 will consolidate key information into reports and other documents, describe and document overall response activities, and keep appropriate authorities informed of the status of the overall response operation.
- ESF #5 staff members will maintain and display key information on maps, charts, and status boards in the, and, when requested, computer bulletin boards or e-mail.
- ESF #5 will establish a pattern of information flow in support of the planning process.
- ESF #5 will activate whenever another ESF becomes operational.

CONCEPT OF OPERATIONS

General

- Emergency operations shall include all activities intended to reduce the immediate hazard, establish situation control, and restore normal operations within the city.
- The South Salt Lake City Emergency Services Bureau Director or designee is responsible for the management of the South Salt Lake City EOC. The EOC is staffed 24/7. The decision to elevate the activation level will be made by the Emergency Services Bureau Director. The EOC will become operational based on the magnitude of the situation.
- When the City's EOC is activated, Emergency Services Bureau staff members will report to ESF #5 and commence the information gathering operations. At the direction of the Emergency Services Bureau Director, ESF #5's staff may be expanded to include personnel to deal with computer mapping, public information, and other duties.
- The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives, and strategies selected to resolve the situation, and the demands of the emergency or disaster.
- The EOC will be managed in accordance with the EOC Operating Guidelines.
- ESF #5 is responsible for directing message flow within the EOC and between ESFs by displaying information, tracking mission assignments, and providing technical data to support disaster operations. ESF #5 acts as the common thread that binds all ESFs together.
- South Salt Lake City Emergency Services Bureau staff will be notified to report to the EOC, where they will be assigned to functional areas within the EOC.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- ESF #5 shall develop reports, briefings, and updates for all elements of the EOC, to include scheduled situation reports to the South Salt Lake City EOC and the State EOC. Briefings on EOC activities shall be coordinated with other ESF's in order to remain current on EOC operations, and to guarantee the accuracy of information being utilized for decision making and mission tasking.
- Following a disaster, ESF #5 shall coordinate the damage assessment operation and consolidate information into reports for use by local, state and federal officials. Damage assessment estimates shall be developed on geographical parameters established by the Emergency Services Bureau Director.
- Information utilized by the individual ESFs shall be displaced on dry-erase boards and other resources provided by the EOC or by the agencies themselves. Maps are centrally stored within ESF #5, but can be stored and displayed in each ESF using wall-mounted clips. Dry-erase boards and map boards can be easily moved to other areas within the EOC, for briefings and information dissemination.
- Electronic information from ESF #5 can be placed on strategically located monitors throughout the EOC.
- In situations requiring only a minimal activation the EOC, ESF #5 shall be made operational under the Emergency Services Bureau Director, and shall serve as the EOC, and assume the functions as designated at the time by the Director.

ORGANIZATION

Emergency Management Structure

The activities of ESF #5 consist of managing message flow, tracking missions, planning response activities and displaying the results on status boards or other media.

ESF #5 staff members are dispersed throughout the EOC and are assigned to particular ESFs as needed.

Support staff from other agencies will be called in as needed.

ESF #5 staff members will provide technical information to ESF agencies. Staff members will work closely with ESF #15 External Affairs to disseminate information concerning disaster characteristics and other issues as needed.

ESF #5 personnel may also be responsible for tracking resources needed for recovery, the status of the disaster recovery center, and continuing damage assessment information.

For direction and control purposes, ESF #5 is assigned directly to the South Salt Lake City Emergency Services Bureau Director or designee, who is responsible for the management of the South Salt Lake City EOC.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

ACTIONS: INITIAL AND CONTINUING ACTIONS – EMERGENCY MANAGEMENT

In the event of an emergency or disaster, the South Salt Lake City Emergency Services Bureau Director or designee will be notified by the communications center and will be requested to report to the EOC to direct and control emergency operations.

The South Salt Lake City Emergency Services Bureau Director or designee will notify ESF staff and support staff as needed.

ACTIONS: INITIAL ACTIONS – EMERGENCY MANAGEMENT

- Verify pre-defined strategies for initial response actions, including the mobilization of resources and personnel.
- Assess need for ESF response to EOC.
- Notify appropriate ESF primary agencies to report to EOC.
- Implement predetermined cost accounting measures for tracking overall ESF #5 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Establish a duty roster and review phone lists, set up status boards, establish message flow and tracking, and set up or procure data processing computers and software for ESF #5 personnel.
- Establish contact with Salt Lake County Emergency Management and Utah Division of Homeland Security liaison.
- Anticipate the types of response information that the ESF responding agencies will likely require.

ACTIONS: CONTINUING ACTIONS – EMERGENCY MANAGEMENT

- Coordinate with the response personnel in the field.
- Continue to staff the EOC on a 24-hour basis.
- Manage message flow in the EOC and log all protective actions taken.
- Provide information in support of responding ESF agencies.
- Review action plans.
- Create and publish situation reports.
- Share information processing capabilities with the Salt Lake County Emergency Management EOC and the Utah Division of Homeland Security.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Draft recommendations for after action reports and other reports as appropriate.
- Coordinate strategies with ESFs for supporting recovery operations.
- Recovery planning begins at the onset of the event. ESF #5 will address the following in relation to potential impacts:
 - Damage assessment requirements and priorities
 - Emergency and temporary housing issues
 - Business impacts
 - Debris management
 - Route clearance
 - Utilities restoration
 - Human needs
 - Other issues affecting people, property, or livelihood

RESPONSIBILITIES: EMERGENCY MANAGEMENT

Primary Agency

- Coordinate message flow within the EOC.
- Maintain ESF #5's computer-driven information management programs, and insure that adequate personnel are trained on their operation and utilization.
- Provide disaster management related information using ESF #5's information management and response planning computer programs, and provide this information to the EOC and others as determined by the Emergency Services Bureau Director.
- Coordinate the overall efforts to collect, process, report, and display essential elements of information.
- Establish and maintain internal message control via the Message Control Center, a sub-element of ESF #5. Message Control shall, through established operating procedures, track and log all internal and external messages, and maintain a file of the same for tracking and reference needs.
- Collect and process information and data from damage assessment teams, fire, police, utility and other field responders, and incorporate in the planning process to help determine the severity of the event and the immediate needs of the community.
- Distribute plans and reports to locals, other ESFs, and the Salt Lake County EOC and the

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Utah Division of Homeland Security.

- Provide staffing support for ESF #5 activities at the EOC and other locations as necessary.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

Responsibilities of Support Agencies

General Responsibilities

- Send a liaison to the EOC as directed by South Salt Lake Emergency Services Bureau Director.
- Commit resources as needed.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

SUPPORT AGENCIES: EMERGENCY MANAGEMENT

| AGENCY | FUNCTIONS |
|---|--|
| Internal City Support Agencies | |
| Community and Economic Development Department | <p>Provide technical assistance within the EOC for the generation of computer generated and other maps.</p> <p>Provide geographic, demographic, and other planning related technical assistance and data.</p> <p>Provide anticipatory/preliminary damage and needs assessments based upon familiarity of community land use and urbanization patterns.</p> <p>Provide technical assistance in the utilization of computer-based emergency information management and decision making tools.</p> <p>Conduct a damage assessment of all public facilities and report that information to ESF #5 for incorporation in situation reports and damage assessment estimates.</p> |
| Parks and Recreation | <p>Establish, staff, and train local damage assessment teams. Teams will be drawn from City Assessor staff, but these teams may be augmented by personnel from other City agencies and outside sources if warranted by the extent of the disaster.</p> <p>Following an event, damage assessment teams will be dispatched into the affected areas to perform preliminary damage assessment. These assessments shall be conducted by windshield survey.</p> <p>Transmit damage assessment reports to ESF #5 in a timely manner as established at the time of the disaster. Damage assessment estimates may be faxed to the EOC from the field if facilities are available.</p> <p>Assist in the establishment of baseline human and community needs, based upon information and opinion established from field inspections.</p> <p>Develop preliminary dollar estimates of potential damage based upon</p> |

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

| AGENCY | FUNCTIONS |
|--|--|
| | estimated damage percentages and appraised property value, and develop related reports and briefing information. |
| ESF #1 - Transportation | Ensure proper operation of traffic control devices, ensure transportation corridors are open, and coordinate transportation of people and goods. |
| ESF #2 - Communications | Maintain telecommunications systems for emergency management functions (including voice, data, and radios) within the South Salt Lake City government during times of disaster. |
| ESF #3 – Public Works and Engineering | Provide for debris removal, storage, and long-term management; support damage assessment efforts by inspecting bridges, roads and other infrastructure, and reporting this information to ESF #5.; and provide emergency repair of utilities and special engineering systems, including water, sewers, storm drains, dams, and detention/retention/debris basins. Inspect buildings, tag damaged buildings, and coordinate demolition of condemned structures. |
| ESF #4 - Firefighting | Detect and suppress wildland, rural, and urban fires within South Salt Lake City and provide personnel, equipment, and supplies in support of local agencies involved in urban, rural, and wildland firefighting operations. |
| ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services | Coordinate city resources to support local governments and voluntary agencies in providing mass care, emergency assistance, and housing and human services. |
| ESF #7 – Logistics Management and Resource Support | Provide logistical and resource support, including locating, procuring, and issuing resources such as supplies, office space, office equipment, fuel, and communications contracting services, personnel, heavy equipment, and transportation to local entities involved in emergency response and recovery efforts. |
| ESF #8 – Public Health and Medical Services | Coordinate health and medical resources necessary to prepare for, respond to, and recover from a natural disaster, infectious disease outbreak, or human-caused event. Identify and provide for health and medical needs of victims, relying heavily on South Salt Lake City Fire Department, Utah Department of Health, Salt Lake County resources. |
| ESF #9 – Search and Rescue | Provide for locating, extricating, and providing immediate medical treatment to victims trapped due to disaster. |
| ESF #10 – Oil and Hazardous Materials | Coordinate city preparation for, response to, and recovery from oil and hazardous materials incidents in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan. |
| ESF #11 – Agriculture and Natural Resources | Provide guidance for emergency provision of nutritional assistance, coordination of animal and plant disease and pest response, assurance of food safety and security, protection of natural and cultural resources and historic properties, and emergency provisions for household pets. |
| ESF #12 – Energy (Public Utilities) | Inspect, repair, and coordinate emergency generators to ensure restoration of electrical power, ensure restoration of natural gas via inspection and repairs as needed, and coordinate use of existing fueling stations and other fuel sources to provide fuel for vehicles and equipment. |
| ESF #13 – Public Safety and Security | Responsible for maintaining law and order in the city and the assignment, supervision, and direction of all police personnel and equipment. |

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

| AGENCY | FUNCTIONS |
|---|---|
| ESF #14 – Long Term Community Recovery | Provide a framework to enable community recovery from the long-term consequences of an emergency. |
| ESF #15 – External Affairs | Provide a comprehensive plan for the efficient and consistent use of the external affairs function, including public information, liaison capabilities, and community relations. Ensure that internal and external audiences are informed of measures being taken to respond to emergencies, including governmental decisions, recommendations, and directives. |
| External Support Agencies | |
| Utah Homeland Security Liaison | Represent the State of Utah in the EOC, providing both liaison with local officials, and ensuring that information on the disaster provided to media and others represents the interests of surrounding impacted areas, as well as South Salt Lake City. |
| | |
| | |
| External Suppliers and Service Providers | |

Emergency Support Function #6 – Mass Care, Emergency Assistance, Housing and Human Services Annex

ESF Coordinator:

Primary Agencies: Salt Lake County Emergency Services
South Salt Lake City Emergency Services Bureau

Support Agencies: American Red Cross (Greater Salt Lake Area Chapter)
Granite School District
Volunteer organizations active in disaster (VOAD)
South Salt Lake City ARES/RACES
Salt Lake Valley Health Department
South Salt Lake City Fire Department
South Salt Lake City Division of Aging/Meals on Wheels
Utah Transit Authority
Valley Mental Health

County Liaison:

INTRODUCTION

Purpose

ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services is a Salt Lake County ESF function. South Salt Lake City defers to Salt Lake County for ESF #6.

Emergency Support Function #7 -Logistics Management and Resource Support Annex

ESF Coordinator:

Support Agencies: South Salt Lake City Public Works
South Salt Lake City Fire Department
South Salt Lake City Police Department
South Salt Lake City Parks and Recreation Department

Primary Agencies: South Salt Lake City Finance Department

County Liaison: Mike Barrett

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #7 Logistics Management and Resource Support, assists South Salt Lake City Finance Department by:

- Providing a comprehensive disaster logistics planning, management, and sustainment capability that harnesses the resources of South Salt Lake City and their logistics planners, key public and private stakeholders, and nongovernmental organizations (NGOs) to meet the needs of disaster victims and responders; and
- Providing City, County and State governments that need resource support prior to, during, and/or after incidents requiring a coordinated city response.

ESF #7 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan
- Salt Lake County Emergency Operations Plan

Scope

ESF #7 provides centralized management for the role of the Logistics Coordinator and management of resource support requirements in support of Federal, State, County, and City governments.

Additionally the ESF #7 scope includes:

- Setting forth the framework for South Salt Lake City Finance Department and South Salt Lake City Emergency Services Bureau Logistics to jointly manage a supply chain that provides a collaborative response for incidents requiring an integrated City and County-wide response capability.
- Establishing a link between the South Salt Lake City Finance Department and South Salt Lake City Emergency Services Bureau.
- Resource Support Capabilities.
- Establishing a framework for the integration of internal and external logistics partners through increased collaboration in the planning, sourcing, acquisition, and utilization of resources.
- Accelerating communication among all service support elements in order to minimize recovery efforts in the impacted area and reestablish city and local self-sufficiency as rapidly as possible.

Logistics Management and Resource Support to Federal, State, County, and City governments consist of:

- ESF #7 providing:
 - Emergency relief supplies.
 - Facility space.
 - Office equipment.
 - Office supplies.
 - Telecommunications (in accordance with the South Salt Lake City Policies for Telecommunications Support).
 - Contracting services.
 - Transportation / Fleet services.
 - Personnel required to support immediate response activities.
 - Support for requirements not specifically identified in other ESFs, including excess and surplus property.
 - Procuring and managing volunteers
 - Managing donations

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Resource support may continue until the disposition of excess and surplus property, if any, is completed.

- ESF #7 Logistics provides a city-wide integrated process for the collaborative implementation of the logistics capability of city agencies, public-and private-sector partners, and NGOs.

The process is driven by three overarching principles:

- Integration of internal and external City disaster logistics partners.
- Collaboration between public-and private-sector partners and NGO stakeholders.
- Communication between all elements involved in the process from planning through execution, sustainment, and demobilization of response resources.

During response operations, acquisition of these resources will be supported by preexisting memorandums of understanding (MODs), memorandums of agreement (MOAs), interagency agreements (IAAs), or through the execution of mission assignments between South Salt Lake City Finance Department and South Salt Lake City Logistics.

This document:

- Identifies the components of the ESF #7 Logistics Management and Resource Support delivery structure.
- Provides an overview of Logistics Management and Resource Support roles and responsibilities.
- Provides a concept of operations for Logistics Management and Resource Support in support of the National Response Framework (NRF).
- Describes South Salt Lake City Finance Department and South Salt Lake City Emergency Services Bureau Logistics coordinate Logistics Management and Resource Support with other agencies; State, County, and City governments; and the private sector for incidents requiring city coordination.

Policies

The ESF #7 Logistics Management and Resource Support capability is maintained in support of the Emergency Operations Center (EOC). City-wide Resource Support capabilities are channeled through the EOC.

The primary determination of supply and service requirements is made by operational elements at the city level working in concert with the affected departments/agencies so requests for resources flow upward and are tracked at the EOC level. Existing city resources provide the primary source of personnel, equipment, materials, and supplies. Support that cannot be provided from city resources are secured through inter-local agreements, MOD's or direct procurement or

donations.

South Salt Lake City Finance Department and South Salt Lake Emergency Services Bureau Logistics are the primary agencies for resource support and together with the other support agencies furnish resources to help meet requirements to establish operations effectively at the city level. Such support is terminated at the earliest practical time.

All acquisition and procurement activities by ESF #7 are supported by written justification in accordance with current laws, policies and regulations, which, when necessary, authorize other than "full and open competition." All procurement actions, including those for multimodal transportation services, are made at the request of logistics management and are in accordance with South Salt Lake City's statutory and administrative requirements, and use the appropriate fund citation/reimbursement procedures.

Supplies and equipment will be provided from current city and municipal stocks or surplus, and from commercial sources and donations.

Designated support agencies will furnish resources as required to support these ESF requirements. Support by these agencies will be terminated at the earliest practical time.

Procurement will be made in accordance with current state and federal laws and regulations, which include emergency procedures.

CONCEPT OF OPERATIONS

General

ESF #7 activities are conducted primarily within the various organizational elements detailed in the South Salt Lake City Emergency Operations Plan.

The ESF #7 Logistics Management and Resource Support adaptation of a supply chain management approach to managing the city logistics processes focuses the efforts of all partners and stakeholders of the end-to-end supply chain processes, beginning with planning of customer-driven requirements for materials and services, delivery to disaster victims as requested by the State or County and ending with replenishment of agency inventories.

Supply chain planning occurs at all levels within the city logistics management process.

City wide capabilities and resources committed to ESF #7 will be allocated and coordinated by ESF #7. The primary source of equipment, supplies, and personnel shall be made from existing support agencies resources and local sources outside the impacted area including needed volunteers. Support which cannot be provided from these sources will be provided through commercial resources.

ORGANIZATION

Logistics Management Structure

- ESF #7 will operate under the direction of an ESF #7 Coordinator appointed by the Finance Department Director.
- ESF #7 will continue to operate throughout the emergency situation.
- The ESF #7 Coordinator will maintain liaisons with other ESF's and interested parties.
- The ESF #7 Coordinator will accommodate members of the State and Federal (Federal ESF 7, General Services Administration procurement officials) at the EOC until the Disaster Field Office (DFO) is established.
- Establishes, maintains, and executes city logistics plans, policies, procedures, and doctrines.
- Develops and maintains city logistics support requirements and capabilities, and visibility of resources.
- Provides functional command, coordination, and oversight of all city logistics activities, including resource management at staging areas.
- Sets up and operates staging areas.
- Coordinates city-wide logistics response through the Logistics Section Chief at the EOC.
- ESF #7 support operations are coordinated through the ESF #7 Coordinator.
- Upon notification of an incident requiring a coordinated city response, the ESF #7 Coordinator makes an initial determination of which ESF #7 support agencies are required to provide immediate support and which are required to remain on standby.
- The ESF #7 Coordinator represents ESF #7 and its interaction with all other agencies and maintains liaison with other interested parties.
- The Logistics Section Chief provides administrative support to ESF #7.

ACTIONS: INITIAL AND CONTINUING ACTIONS -LOGISTICS MANAGEMENT

Under the supply chain management process adopted by ESP #7 Logistics, response actions are divided into three phases that encompass six steps:

- **Preparedness Phase**
 - Identify logistics requirements
 - Identify logistics resources

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Balance logistics resources with logistics requirements
- Establish and communicate logistics policies, procedures, and plans
- **Response Phase**
 - Provide logistics response to incident
 - Initial surge (push)
 - Ongoing sustainment (pull)
- **Recovery Phase**
 - Provide logistics recovery after incident

ACTIONS: INITIAL ACTIONS -RESOURCE SUPPORT

Upon notification of a potential or actual incident:

- The EOC will notify the ESF #7 Coordinator.
- The ESF #7 Coordinator or an authorized representative, within 2 hours after notification, reports to the EOC and alerts city ESF points of contact as required, ensuring that all internal ESF #7 parties are fully informed of developments;
- Inventories of resources, including but not limited to, pre-arranged staging areas, government buildings, public facilities and agency contacts, will be reviewed.
- The ESF #7 Coordinator alerts supporting agencies, as required; and
- The ESF #7 Coordinator provides support to city agencies engaged in the response as requirements are identified.

The Logistics Section Chief assumes control of ESF #7 operations in the affected areas, and provides the following support as necessary:

- Deploys a representative to the EOC.
- Ensures that a suitable EOC facility, using pre-identified locations where applicable, is acquired and ready to occupy within 72 hours of receiving the requirements and/or Emergency Services Bureau Director acceptance of the space.
- Provides support in acquiring communications, office furniture, equipment, and supplies to equip the EOC.

ACTIONS: CONTINUING ACTIONS -RESOURCE SUPPORT

Using the following procedures, ESF #7 provides, controls, and accounts for goods and services.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Upon notification of space requirements, ESF #7 determines, through the city, the availability of suitable space in city owned or leased buildings.
- When space in city owned or leased buildings is not available or acceptable, the city Community Development Department is notified. The ESF #7 Coordinator or Facilities Unit Leader continues to work with the city to assist in locating suitable space elsewhere.
- Communications resources will be provided in coordination with ESF #2 Communications.
- Transportation needs will be provided in coordination with ESF #1 Transportation.

Motor equipment is provided from the following sources:

- Equipment owned by city agencies that is reassigned to the city operations.
- City supply schedule contractors.
- Other commercial or jurisdictional sources.
- All required office furniture and equipment is provided from city inventories or commercial sources.
- Office supplies and other expendables are provided from the city's or other government and commercial sources. Small businesses and vendors in the affected area are used whenever possible.
- Support is provided as required to augment city and other ESF procurement functions on a case-by-case basis, using city contracting resources.
- ESF #7 makes available technical advisors (e.g., procurement, storage, transportation, and engineering advisory services specialists, building inspectors) in connection with damage surveys, appraisals, and building demolitions or repairs.
- ESF #7 determines the availability of and provides supplies stocked in the city and customer supply centers if available.
- In addition to the above, ESF #7 transfers excess city personal property and provides other services as requested by the city.

RESPONSIBILITIES: LOGISTICS MANAGEMENT

Primary Agency

As the primary agency for Logistics Management, the South Salt Lake City Finance Department has the overarching responsibility for execution of the responsibilities of the ESF #7 Logistics Coordinator. In this role South Salt Lake City Finance Department:

- Serves as the strategic coordinator and single integrator for logistics support.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Collaborates and synchronizes resource support efforts with national, state, and county disaster response partners.
- Leverages efficiencies in vendor networks and maximizes full capacity across all partners.
- Facilitates development and execution of a supply chain strategy. Serves as the strategic coordinator and manages the supply chain.

South Salt Lake City Emergency Services Bureau Logistics, divides its logistics management responsibilities along functional lines. These functions include:

- Material management that includes determining requirements, sourcing, ordering and replenishment, storage, and issuing of supplies and equipment. This includes network, computer, and communications equipment required to support the EOC and other field operations.
- Transportation management that includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response. Transportation management also includes providing services to requests from other local, county and State organizations.
- Facilities management that includes the location, selection, and acquisition of storage and distribution facilities. These facilities include the use of Staging Areas. Logistics is responsible for establishing and operating facilities as well as managing related services to shelter and support incident responders in the EOC and other field-related operations, including base camps.
- Personal property management and policy and procedures guidance for maintaining accountability of material and identification and reutilization of property acquired to support a city response operation.
- Coordination with city information technology in the management of electronic data interchange to provide end-to-end visibility of response resources.
- Planning and coordination with internal and external customers and other supply chain partners in the city and private sectors. Providing for the comprehensive review of best practices and available solutions for improving the delivery of goods and services to the customer.

RESPONSIBILITIES: RESOURCE SUPPORT

Primary Agency:

As the primary agency for the Resource Support component of ESF #7, the ESF #7 Coordinator is responsible for providing, directing, and coordinating ESF #7 operations.

ESF #7 is responsible for coordinating the following:

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- On a case-by-case basis, locating, procuring, and issuing resources for use in emergency operations necessary to support the city emergency response or to promote public safety.
- Coordinating the transfer of excess city personal property and assisting in its disposal when requested.
- Locating and coordinating the use of available space for incident management activities.
- Coordinating and determining the availability and provision of consumable non-edible supplies and customer supply centers when available.
- Procuring required stocks from vendors or suppliers when GSA items are not available.
- Coordinating the procurement of communications equipment and services in accordance with the OSTP National Plan for Telecommunications Support in Non-Wartime Emergencies.

SUPPORT AGENCIES: RESOURCE SUPPORT

| AGENCY | FUNCTIONS |
|---|--|
| Internal City Support Agencies | |
| Public Works | Provides operators, drivers, trucks, and heavy equipment. |
| Police Department | Provides security personnel and uniformed personnel with vehicles and support equipment. |
| Information Services | Provides support of city information technology services. |
| Parks and Recreation | Provides driver/operators, heavy equipment and support equipment, and facilities. |
| Fire Department | Provides support of firefighting equipment, personnel, and facilities as needed. |
| External Support Agencies | |
| Utah Transit Authority | Provides drivers, buses, vans, and other support equipment. |
| Granite School District | Provides buses and vans to support transportation/evacuation resource needs |
| External Suppliers and Service Providers | |

Emergency Support Function #8 – Public Health and Medical Services Annex

ESF Coordinator:

Primary Agencies: Salt Lake Valley Health Department

Support Agencies: American Red Cross (Greater Salt Lake Area Chapter)
Medical Examiner's Office
American Red Cross
South Salt Lake City Fire Department
Residential/medical facilities
Local hospitals
Home health agencies
Local pharmacies
Nursing homes
South Salt Lake City school boards
South Salt Lake City Police Department
Air Med/Life Flight
VECC
Utah State Health Department and Bureau of EMS

County Liaison:

INTRODUCTION

Purpose

ESF #8 – Public Health and Medical Services is a Salt Lake County ESF function. South Salt Lake City defers to Salt Lake County for ESF #8.

Emergency Support Function #9 – Search and Rescue Annex

ESF Coordinator:

Primary Agencies: South Salt Lake City Fire Department

Support Agencies: Metro Fire
Salt Lake Urban Search and Rescue (USAR)
Unified Fire Authority

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #9 Search and Rescue provides city support to local governments in search and rescue operations prior to and following an emergency or major disaster.

ESF #9 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan

Scope

ESF #9 provides city resources to assist in search and rescue operations including locating, extricating, and giving immediate medical assistance to victims trapped in collapsed structures and other technical search and rescue environments. ESF #9 also assists in locating missing persons, lost boats, and downed aircraft as well as providing extrication and immediate medical assistance for victims.

Policies

South Salt Lake City Fire Department will coordinate and direct the activities of ESF #9 Search and Rescue.

CONCEPT OF OPERATIONS

General

During an emergency or disaster, personnel from the South Salt Lake City Fire Department will serve as staff for ESF #9.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

The South Salt Lake City Fire Department will staff the ESF #9 work station, identify which support agencies for ESF #9 are needed, activate support agencies, or place them on standby.

As the primary agency for all activities under ESF #9, the South Salt Lake City Fire Department will attempt to ensure that all agencies assigned to ESF #9 respond to requests for local search and rescue assistance.

ORGANIZATION

Search and Rescue Structure

ESF #9 will organize under the leadership of the South Salt Lake City Fire Department. Personnel assigned to the South Salt Lake City Emergency Operations Center (EOC) from the South Salt Lake City Fire Department will provide daily direction for all assigned missions. The South Salt Lake City Fire Department, in coordination with South Salt Lake Emergency Services Bureau, shall develop an organizational structure for directing, planning, implementing, and monitoring missions assigned by South Salt Lake City Emergency Services Bureau according to the ESF concept.

The support agencies are assigned to ESF #9 assist South Salt Lake City Fire Department with providing search and rescue support after a major disaster or emergency. Although the composition of the support agencies for ESF #9 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for providing search and rescue support assistance to local governments following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – SEARCH AND RESCUE

Notification for South Salt Lake City Search and Rescue team to participate will be done through South Salt Lake City Policies or the UT-TF1 mobilization manual.

The primary agency, South Salt Lake City Fire Department, will request South Salt Lake City Emergency Services Bureau to notify support agencies as needed.

ACTIONS: INITIAL ACTIONS – SEARCH AND RESCUE

ESF #9 response is to supplement state and local response efforts. ESF #9 will coordinate with the local or state agency to identify specific response requirements and will provide assistance based on priorities set by the authority having jurisdiction.

Verify inventories of available search and rescue resources and provide a summary listing to ESF #5 Emergency Management.

Implement predetermined cost accounting measures for tracking overall ESF #9 costs, including personnel, equipment, materials, and any other costs incurred during emergency support actions.

Use ESF #5 information as needed.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Coordinate with ESF #1 Transportation to transport personnel and equipment to the affected area(s).

Coordinate with ESF #7 Logistics Management and Resource Support to obtain equipment and supplies needed for both urban and non-urban search and rescue missions.

ESF #9 will provide resources, using the equipment and capabilities available to it, to support its mission. In the case where a conflict of priorities develops as a result of more than one agency or site needing the same resource, the South Salt Lake City Fire Chief or designated person shall have final say in resource allocation.

ACTIONS: CONTINUING ACTIONS – SEARCH AND RESCUE

Coordinate with state, local, volunteer, and federal search and rescue personnel as needed.

Donations of goods for South Salt Lake City Search and Rescue will be handled through the South Salt Lake City Fire Department.

Track committed resources for possible redeployment and other purposes and provide same to ESF #5 Emergency Management.

Draft recommendations for after action reports and other reports.

Recovery operations involving search and rescue resources will be based on the availability of resources that do not conflict with response operations.

RESPONSIBILITIES: SEARCH AND RESCUE

Primary Agency

- Direct and coordinate the overall search and rescue response effort in the affected area.
- Develop and maintain a roster of personnel to staff ESF #9 with sufficient staffing for 24-hour operations.
- Coordinate with local police, and other local government officials to assist missing or trapped victims.
- Establish a protocol for prioritizing response activities.
- Coordinate activities with other ESFs.
- Be prepared to make status reports at all times.
- Assist responding support agencies and organizations with developing procedures for disaster response. These procedures will be reviewed by all ESF #9 agencies.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Responsibilities of Support Agencies

General Responsibilities

- Send a liaison to the South Salt Lake City EOC as directed by the South Salt Lake City Emergency Services Bureau.
- Commit resources as needed.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

SUPPORT AGENCIES: SEARCH AND RESCUE

| AGENCY | FUNCTIONS |
|---|--|
| Internal City Support Agencies | |
| | |
| External Support Agencies | |
| Metro Fire Agency | Eight member cities (Bluffdale, Midvale, Murray, Sandy, South Jordan, South Salt Lake, West Jordan, and West Valley) have an interlocal agreement that provides for sharing of resources and equipment for firefighting, emergency medical services, and special operations services to the citizens and visitors of the communities. The agencies shall coordinate through ESF #9 for assisting with search and rescue efforts. |
| Unified Fire Authority | Provide support as need for search and rescue efforts in South Salt Lake City. |
| Salt Lake Urban Search and Rescue (USAR) | Provide support as need for search and rescue efforts in South Salt Lake City. |
| External Suppliers and Service Providers | |

Emergency Support Function #10 – Oil and Hazardous Materials Annex

ESF Coordinator:

Primary Agencies: South Salt Lake City Fire Department

Support Agencies: South Salt Lake City Public Works
Metro Fire
Salt Lake Valley Health Department
Utah Department of Environmental Quality
US Coast Guard

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #10 Oil and Hazardous Materials provides city support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials when activated.

ESF #10 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan

Scope

ESF #10 provides for a coordinated city response to actual or potential oil and hazardous materials incidents. Response to oil and hazardous materials incidents is generally carried out in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR Part 300. In this ESF annex, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the NCP. Hazardous materials include chemical, biological, and radiological substances, whether accidentally or intentionally released.

The scope of ESF #10 includes the appropriate actions to prepare for, respond to, and recover from a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. Appropriate general actions can include actions to prevent, minimize, or mitigate a release; efforts to detect and assess the extent of contamination (including sampling, analysis, and environmental monitoring); actions to stabilize the release and

prevent the spread of contamination; analysis of options for environmental cleanup and waste disposition; implementation of environmental cleanup; and storage, treatment, and disposal of oil and hazardous materials. Examples of specific actions may include sampling a drinking water supply to determine if there has been intentional contamination; stabilizing the release through the use of berms, dikes, or impoundments; capping contaminated soils or sludge; using chemicals and other materials to contain the release or mitigate its effects; decontaminating buildings and structures; using drainage controls, fences, warning signs, or other security or site control precautions; removing highly contaminated soils from drainage areas; removing drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and performing other measures as deemed necessary.

ESF #10 may be used under appropriate authorities to respond to actual or threatened releases of materials not typically responded to under the NCP if they pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such incidents include collecting household hazardous waste, monitoring debris disposal, monitoring and protecting water quality, sampling and monitoring air quality, and protecting natural resources.

ESF #10 is applicable to all city agencies with responsibilities and assets used to support a county response to an actual or potential oil or hazardous materials incident.

Policies

The NCP is an operational supplement to the National Response Framework (NRF). It provides more detailed information regarding the roles and responsibilities, organizational structures, and procedures described in ESF #10. The NCP is authorized by the Comprehensive Environmental Response, Compensation, and Liability Act and the Federal Water Pollution Control Act as amended by section 311 of the Clean Water Act and the Oil Pollution Act of 1990.

As described in the NRF core document, some city responses do not require coordination by South Salt Lake City Fire Department and are undertaken by other agencies consistent with their authorities. The SLVHD may also request the South Salt Lake City Fire Department to activate other NRF elements for related incidents while still retaining overall leadership for the city response.

ESF #10 may be activated by the South Salt Lake City Fire Department for incidents requiring a more robust coordinated city response, such as:

- A major disaster or emergency under the Stafford Act.
- An actual or potential oil discharge or hazardous materials release after which South Salt Lake City Fire Department determines it should lead the city response and then responds under CERCLA and/or FWPCA authorities and funding.

When ESF #10 is activated, the NCP typically serves as the basis for actions taken in support of the NRF. NCP structures and response mechanisms, which are discussed further below, remain in place when ESF #10 is activated. However, these structures and mechanisms coordinate with NRF mechanisms as described in the concept of operations section. NCP provisions are summarized in this annex for purposes of brevity. The references in this annex to NCP

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

provisions are not intended to change NCP requirements or interpretations. Nothing in the NRF alters or impedes the ability or authorities of designated city officials to carry out their duties under the NCP or to coordinate directly with their agency in execution of these duties.

The NCP describes the National Response System, which is an organized network of agencies, programs, and resources with authorities and responsibilities in oil and hazardous materials response. Key components of the National Response System include the National Response Center (NRC), national response team (NRT), regional response teams (RRT), federal on-scene coordinators (OSC), regional and area contingency plans, and state and local plans. States and tribes participate in the National Response System at the regional and local levels.

The NCP requires that oil and hazardous materials releases be reported to the NRC (see 40 CFR 300.125.) The NRC provides notifications of such reports to the national operations center to promote situational awareness.

The NRT is the national-level organization for coordinating federal interagency activities under the NCP. The NRT comprises national representatives of the primary and supporting agencies for ESF #10. The NRT carries out national preparedness and response planning for oil and hazardous materials incidents and works in coordination with the ESF Leaders Group regarding ESF #10 preparedness. On a day-to-day basis, EPA serves as chair and DHS/USCG as vice chair of the NRT.

Thirteen RRTs coordinate NCP interagency activities at the federal level. The RRTs comprise regional representatives of the primary and supporting agencies for ESF #10 as well as representatives from each state within the region. The RRTs are co-chaired by EPA and DHS/USCG on a day-to-day basis. The RRTs serve as planning and preparedness bodies before a response. For an incident-specific RRT activation, the RRT chair would be the agency providing the federal OSCs. The RRTs are coordinating bodies. Utah has also established RRTs that perform a similar function as their federal counterparts with the exception of their localized focus. Salt Lake County is a member of the State's Region II Hazmat Response Team (along with Tooele, Utah, Summit, and Wasatch Counties).

As needed during a response, state RRTs convene to address interagency response issues and provide assistance and advice to the state OSCs, including resource acquisition support as requested. At the tactical, on-scene incident command post (ICP) level, the state or county OSC carries out his or her responsibilities under the NCP to coordinate, integrate, and manage overall oil and hazardous materials response efforts in accordance with existing delegations of authority. For oil discharges, the agency providing the county OSC is from the UFA or SLVHD depending on the location. For hazardous substance emergencies, the agency providing the OSC will likely represent the UFA, depending on the location and source of the release.

Federal DOE and DOD are generally responsible for hazardous substance emergencies involving their facilities, vessels, materials, and weapons, including transportation-related incidents. Under 40 CFR 300.120, for those hazardous substance emergencies for which DOE or DOD provides the OSC, the OSC is responsible for taking all response actions (both onsite and offsite). Other federal agencies provide OSCs for hazardous substance removal actions that are not emergencies and involve federal assets or property only.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Federal OSCs have independent authority under the NCP to respond to an oil or hazardous materials incident. Some oil and hazardous materials incident responses (including assessments) may be initiated under the NCP, CERCLA, and OPA 90 funding then transition to ESF #10 and Stafford Act funding or funding from another federal agency under the NRF federal-to-federal support provisions when ESF #10 is activated under those authorities.

The NCP provides that EPA or DHS/USCG may classify an oil discharge as a “spill of national significance” (see 40 CFR 300.323).

CONCEPT OF OPERATIONS

General

In conjunction with the affected county and surrounding municipalities, ESF #10 coordinates the provision of support to and the overall management of the various response sites to ensure actions are taken to mitigate, clean up, and dispose of oil and hazardous materials and to minimize the impact of the incidents. ESF #10 promotes close coordination with federal, state, county, and local officials, as well as the private sector, to establish priorities for response support.

ESF #10 requires documentation of all response activities to support after action requirements and justify actions taken by primary and supporting agencies. This includes documentation to support financial transfers between primary and supporting agencies that are necessary to conduct ESF #10 activities.

ORGANIZATION

Oil and Hazardous Materials Structure

South Salt Lake City Fire Department serves as the primary agency for ESF #10 in South Salt Lake City, depending upon whether the incident is an imminent or ongoing public safety threat or if the incident has moved into the cleanup and remediation phase. For incidents affecting both, the South Salt Lake City Fire Department is the primary agency and Salt Lake Valley Health Department (SLVHD) serves as the lead support agency.

The South Salt Lake City Fire Chief serves as the ESF #10 coordinator and works with SLVHD to conduct ESF #10 planning and preparedness activities.

When more than one municipality is involved in implementing a response due to multiple response actions, ESF #10 is the mechanism through which close coordination is maintained among all agencies. The primary agency, South Salt Lake City Fire Department ensures ESF #10 response actions are properly coordinated and carried out.

EOC-Level Response Support Structure

- South Salt Lake City Fire Department is the primary agency for ESF #10, the fire chief or their designee serves as the ESF #10 lead. For incidents where the SLVHD is the lead

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

support agency, the Environmental Health Division director or their designee serves as the ESF #10 lead support.

- The primary agency, South Salt Lake City Fire Department represents ESF #10 and provides ESF #10 representatives, as needed, for the various EOC work groups. The primary agency also provides administrative support to ESF #10 as appropriate.
- Following an initial situation assessment, the primary agency determines which supporting agencies are required to continue to provide representatives to ESF #10 on a 24-hour basis (either by telephone or in person) during the emergency response period. ESF #10 supporting agencies will have representatives available immediately by telephone on a 24-hour basis. The primary agency may establish management objectives for ESF #10 consistent with the broader management objectives from the NRF and state emergency operations plans. ESF #10 may operate from the headquarters of the primary agency if the incident is sufficiently localized.
- South Salt Lake City Fire Department provides guidance and direction to its regional response elements as necessary on issues such as interregional resource use, allocation, and mobilization. The primary agency consults the RRT for advice and assistance in carrying out activities under ESF #10. In addition, the primary agency works with South Salt Lake City Emergency Services Bureau during the incident to establish appropriate mechanisms for coordination between the RRT and allied agencies, depending on the needs of the incident.

Regional-Level Response Support Structure

- The regional-level ESF #10 is composed of regional or other preventatives of those county and municipal agencies listed in the responsibilities section of this annex.
- For chemical, biological, radiological, CSEPP, or WMD incidents, ESF #10 may also provide a technical specialist to provide scientific and technical expertise and to coordinate scientific and technical issues with other responding agencies and with other ESF #10 headquarters, regional and on-scene response elements. For incidents in which ESF #10 plays a major role, South Salt Lake City Fire Department may also provide a senior official to participate in the joint field office unified coordination group.
- The regional lead for ESF #10 consults the RRT for support, advice, or assistance, and establishes appropriate mechanisms for the RRT to coordinate with the South Salt Lake City EOC or ICP during an incident as needed. If the agency establishes an area command (or unified area command), the ESF #10 regional lead ensures coordination between the joint field office and area command on matters related to ESF #10 activities.
- During a multi-jurisdictional incident, the RRT leader may establish multiple Incident Command Posts (ICPS). The regional lead for ESF #10 ensures ESF #10 response activities are fully coordinated with the overall unified command structure and domestic preparedness officials as necessary. The regional lead also ensures ESF #10 activities are integrated and coordinated with other allied response activities to make the best use of response resources and to avoid gaps or overlaps in response actions.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- The agency providing the On-Scene Commander (OSC) provides additional representatives to the ICP as appropriate. However, the OSC maintains the local authority to direct oil and hazardous materials response efforts and coordinate all other efforts at the scene of a discharge or release in accordance with existing delegations of authority. Public communications generally are coordinated through ESF #15 External Affairs in consultation with the joint field office and the joint information center. It is recognized, however, that in some cases, it may be necessary for responding OSCs to communicate with the media/public on tactical operations and matters affecting public health and safety directly from the scene, particularly during the early stages of the emergency response.

ACTIONS: INITIAL AND CONTINUING ACTIONS – OIL AND HAZARDOUS MATERIALS

In the event of an emergency or disaster, South Salt Lake City Emergency Services Bureau will notify South Salt Lake City Fire Department.

South Salt Lake City Fire Department will request South Salt Lake City Emergency Services Bureau to notify support agencies as needed.

ACTIONS: INITIAL ACTIONS – OIL AND HAZARDOUS MATERIALS

The South Salt Lake City Fire Department convenes appropriate agency representatives as soon as possible (that is, within 2 hours of notification, if possible) to develop a plan for providing the support required. This can be conducted via an emergency conference call or by physically locating at the South Salt Lake City EOC as appropriate. At the headquarters level, ESF #10 focuses initially on the following actions:

- Confirm that members of city, county, and regional ESF #10 staff are notified.
- Ensure that South Salt Lake City EOC is ready to support city response activities and to coordinate with the ICP.
- Establish communications with the affected city, county, and regional ESF #10 elements.
- Coordinate with other national-level ESFs, as appropriate.
- At the regional-level, ESF #10 becomes operational upon notification from the RRT. Initial actions coordinated under the regional ESF #10 may include:
 - Alert members of the city, county and regional ESF #10.
 - Ensure that the EOC is ready to support citywide response activities and to coordinate with the allied primary agency headquarters and/or ESF #10 elements at the county and state as needed.
 - Deploy representatives to response teams.
 - Establish communications with the RRT and/or city, county and state EOC (according to

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

regional plans) to obtain initial damage estimates.

- Identify initial resource requirements for all deployed agencies, when appropriate.
- As appropriate, coordinate with ESF #10 elements in unaffected agencies to obtain personnel, equipment, and other backup support.

ACTIONS: CONTINUING ACTIONS – OIL AND HAZARDOUS MATERIALS

- Assess the situation, including the nature, amount, and locations of actual or potential releases of oil and hazardous materials; the pathways to human and environmental exposure; the probable direction and time of travel of the materials (for example, trajectory and analysis); the potential impact on human health, welfare, safety, and the environment; the types, availability, and location of response resources, technical support, decontamination, and cleanup services; and the priorities for protecting human health and welfare and the environment through appropriate response actions.
- Upon identification of actual or potential releases of oil and hazardous materials, the city lead for ESF #10 closely coordinates with the RRT (if convened) to develop and implement a response strategy.
- Upon becoming fully operational and throughout the response period, the ESF #10 support agency representatives coordinate with their agencies to meet ESF #10 needs and carry out ESF actions. ESF #10 headquarters actions may include communicating management objectives to county and regional ESF #10 elements. ESF #10 regional actions may include:
 - Receiving damage information from reconnaissance teams, other ESFs, federal, state, tribal, and local agencies.
 - Identifying ESF support needs and establishing response priorities in coordination with federal, state, tribal, and local agencies.
 - Validating priorities and identifying the resources required to meet the needs of the response.
 - Working with state and local governments, federal agencies, and the private sector to maximize use of available county and regional assets and identifying resources required from outside the city, county and region.
 - Initiating actions to locate and move resources into the incident area.
 - Maintaining close coordination with the joint field office to share information and ensure effective response to requests for assistance.
 - Continuing to coordinate on-scene response operations at the ICP as described under the policies section above. Because of the potential need for ESF #10 to respond to numerous

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

simultaneous events, including terrorism incidents, OSCs must coordinate all significant actions with the ESF #10 regional lead as time permits. Significant actions are considered those that relate to competition for and commitment of key interagency resources not under the OSC's control. ESF #10 will make recommendations to state officials as to protective actions or actions that could affect other regional or national response activities or priorities.

- ESF #10 will continue to provide oil and hazardous material guidance and support as needed during the recovery phase.

RESPONSIBILITIES: OIL AND HAZARDOUS MATERIALS

Primary Agency

- Direct, coordinate, and integrate the overall city oil and hazardous materials response in the affected areas(s).
- Develop and maintain a roster of personnel to staff ESF #10. Sufficient staffing will be available for 24-hour-a-day operations.
- Coordinate with the local fire chief's liaisons to effectively respond to existing or potential hazardous materials incidents.
- Tabulate and maintain a list of all city and county hazardous materials response resources and their locations.
- Provide a system for recording requests for assistance, who was assigned to respond to the request, and the action taken.
- Establish a protocol for prioritizing response activities.
- Coordinate activities with other ESFs.
- Be prepared at all times to make status reports.
- Assist responding support agencies to develop procedures for disasters and disaster exercises. These procedures will be reviewed by all ESF #10 agencies for input prior to being finalized.
- Provide damage reports, assessments, and situation reports to support ESF #5 Emergency Management.

Responsibilities of Support Agencies

General Responsibilities

- Report to the South Salt Lake City EOC as directed by South Salt Lake City Fire Department.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Provide ESF #10 with an inventory of oil and hazardous materials related resources and services citywide.
- Commit agency resources as needed.

SUPPORT AGENCIES: OIL AND HAZARDOUS MATERIALS

| AGENCY | FUNCTIONS |
|---|---|
| Internal City Support Agencies | |
| South Salt Lake City Public Works Department | Provides manpower and equipment to support the Incident Commander. Provides damage assessment regarding roads, bridges, and selected buildings. Provides staff support to the EOC and ICP. Provides assistance with traffic control, providing barricades, etc. |
| External Support Agencies | |
| Salt Lake Valley Health Department | Provides assistance on all matters related to the assessment of health hazards at a response and protection of response workers and the public health. This agency also determines whether illnesses, diseases, or complaints may be attributed to hazardous materials exposure. Establishes disease/exposure registries and conducts appropriate clinical testing. Develops, maintains, and provides information on the health effects of toxic substances. |
| Utah Department of Environmental Quality | Provides advice on identifying the source and extent of radioactive releases relevant to the NCP and in the removal and disposal of radioactive contamination. Provides assistance for radiological incidents pursuant to or in coordination with ESF #8 Public Health and Medical Services activities. Coordinates the state response activities for a radiological incident involving a facility licensed by the NRC, a shipment of NRC-licensed materials, or radioactive materials licensed under the Atomic Energy Act. Supports South Salt Lake City Fire Department as the coordinating agency for incidents requiring a coordinated federal response in accordance with the nuclear/radiological incident annex. The NRC and EPA coordinate their responses to an emergency involving both a radiological and chemical release in accordance with joint NRC/EPA implementing procedures. |
| US Coast Guard | |
| External Suppliers and Service Providers | |

Emergency Support Function #11 – Animal Services, Agriculture and Natural Resources Annex

ESF Coordinator:

Primary Agencies: Salt Lake County Animal Services

Support Agencies: American Red Cross
South Salt Lake City Police Department
South Salt Lake City Community and Economic Developments
School districts
Salt Lake Valley Health Department

County Liaison:

INTRODUCTION

Purpose

ESF #11 – Animal Services, Agriculture and Natural Resources is a Salt Lake County ESF function. South Salt Lake City defers to Salt Lake County for ESF #11.

Emergency Support Function #12 – Energy (Public Utilities)

Annex

ESF Coordinator:

Primary Agencies: South Salt Lake City Public Works Department

Support Agencies: Energy Suppliers

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #12 Energy (Public Utilities) coordinates the emergency response measures used by local jurisdictions, other county agencies, organizations, and private utilities in responding to and recovering from fuel shortages, power outages, and capacity shortages caused by an emergency or major disaster in the county.

ESF #12 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan

Scope

ESF #12 will coordinate the emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations as well as restore the normal supply of power. This ESF will work closely with local, county, state, and federal agencies, energy offices, suppliers, and distributors. ESF #12 activities include the following:

- Assessing energy system damage, energy supply, demand, and resources needed to restore such systems.
- Assisting city and other local agencies in obtaining fuel for transportation and emergency operations.
- Coordinating with Utah Division of Homeland Security Emergency Support Function counterpart as needed and support agencies to assist energy suppliers with obtaining information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
- Recommending local actions to save fuel.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Coordinating with local, county, state, and federal agencies to provide emergency energy information, education, and conservation guidance to the public.
- Coordinating information with local, county, state, and federal officials and energy suppliers about available energy supply recovery assistance.
- Coordinating technical assistance involving energy systems.
- Processing all fuel and power assistance requests from local jurisdictions and ESFs.

Policies

In the wake of an emergency or major disaster, many of the local energy resources will be unavailable due to damage, inaccessibility, or insufficient supply. All other assets available to ESF #12 will be used to assist local emergency operations and the efforts of other ESFs to provide fuel, power, and other resources as necessary. Priorities for the allocation of resources are as follows:

- Coordinate the supplying of fuel to emergency response organizations and in areas along evacuation routes.
- Coordinate supply of technical personnel, equipment, materials, and supplies to support efforts by local emergency operations centers (EOCs) and ESFs to repair or restore essential operating facilities.
- Update emergency shelter power generating status and needs in coordination with the American Red Cross Greater Salt Lake Area Chapter and surrounding local EOCs.
- Assist in providing resources for emergency power generation.
- Provide emergency planning, data analysis, and forecasting of the energy situation and implementation of energy conservation measures.

ESF #12 agencies will coordinate with other local, county, and federal agencies, private utilities, industry, and the media in carrying out their mission

CONCEPT OF OPERATIONS

General

Upon request from the South Salt Lake City Emergency Services Bureau, South Salt Lake City Public Works will make an agency liaison available to work in the South Salt Lake City emergency operations center (EOC) to coordinate and implement the response to energy-related requests for assistance.

The agency liaison will staff the ESF #12 workstation, identify the needed support agencies for ESF #12, and activate support agencies or place them on standby, as needed.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

As the primary agency for all activities under ESF #12, South Salt Lake City Public Works will attempt to ensure that the agencies assigned to ESF #12 respond to all requests for energy-related assistance.

Emergency organization personnel are mobilized to direct and coordinate relief efforts, communicate with the public and appropriate governmental agencies, and restore normal service.

ORGANIZATION

Energy (Public Utilities) Structure

As the primary agency for ESF #12, South Salt Lake City Public Works will provide direction in all energy-related matters, including fuel shortages, power outages, and capacity shortage.

The support agencies are assigned to ESF #12 to support the restoration of energy services and resources following a major disaster or emergency. Though the composition of the support agencies for ESF #12 will likely change as a result of the planning process and through experience, it is anticipated that these agencies and the other supporting organizations will constitute the basis for providing energy type assistance to local government following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – ENERGY (PUBLIC UTILITIES)

In the event of an emergency or disaster, the primary agency, South Salt Lake City Public Works, will be notified by South Salt Lake City Emergency Services Bureau.

The primary agency, South Salt Lake City Public Works, will request South Salt Lake City Emergency Services Bureau to notify support agencies as needed.

ACTIONS: INITIAL ACTIONS – ENERGY (PUBLIC UTILITIES)

- Develop strategies for initial response, including the mobilization of resources and personnel.
- Verify inventories of available energy resources and services and provide summary listing to ESF #5 Emergency Management.
- Implement predetermined cost accounting measures for tracking overall ESF #12 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Pre-position response personnel and equipment when city energy resources will likely be needed.
- Conduct an initial assessment of energy needs, and assemble, and analyze energy data for forecasting future energy availability. Use ESF #5 Emergency Management information for response planning.
- Monitor the procedures followed by utilities during shortages of energy generating capacity to ensure countywide action and communication.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Coordinate with local governments, trade associations, industry, and the media.
- Monitor procedures and activities of the petroleum industry regarding emergency fuel supplies.

ACTIONS: CONTINUING ACTIONS – ENERGY (PUBLIC UTILITIES)

- Monitor local, county, state, utility, and fuel oil response actions.
- Assess requests for aid from local, county, state, and federal agencies and energy offices, suppliers, and distributors.
- Coordinate obtaining needed resources to repair damaged energy systems. Such resources could include transportation to speed system repair.
- Coordinate with ESF #15 External Affairs to update news organizations with assessments of energy supply, demand, and resources needed to repair or restore energy generation and distribution systems.
- Keep accurate logs and records of emergency responses.
- Draft recommendations for after action reports and other reports as needed.
- ESF #12 will continue to provide support in dealing with energy-related requests for assistance during the recovery phase as needed.

RESPONSIBILITIES: ENERGY (PUBLIC UTILITIES)

Primary Agency: South Salt Lake City Public Works Department

- Direct, coordinate, and integrate the overall city effort to provide resources needed for energy restoration.
- Contact electric and gas providers, fuel oil companies, telephone and water utilities, and other essential components of the affected area to obtain information concerning damage and required assistance in their areas of operation.
- Monitor the actions taken by the individual utilities during generating capacity shortages and the actions taken by other utilities to ensure coordinated citywide action and communication.
- Compile the following information:
 - Electric generating capacity;
 - Expected electric peak load;
 - Geographic areas and number of customers expected to be most severely affected (if available);

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Status of any major generating unit outages;
 - Expected duration of event;
 - Explanations of utilities planned actions; and
 - Recommendations of agency actions in support of the utilities.
- Communicate and coordinate with local, county, state, and federal agencies and organizations in responding to any energy emergencies and working on energy restoration.

Responsibilities of Support Agencies

General Responsibilities

- Report to the South Salt Lake City EOC as directed by the primary agency, South Salt Lake City Public Works.
- Provide ESF #12 with an inventory of energy related resources and services citywide.
- Commit agency resources as needed.

SUPPORT AGENCIES: ENERGY (PUBLIC UTILITIES)

| AGENCY | FUNCTIONS |
|--|--|
| Internal City Support Agencies | |
| | |
| | |
| External Support Agencies | |
| Energy Suppliers | Liaisons from energy suppliers, such as trade organizations, utilities, and other relevant organizations, will co-locate as needed with representatives from the South Salt Lake City Public Works at the South Salt Lake City EOC to coordinate, assess, and repair damage. |
| | |
| | |
| External Suppliers and Service Providers | |

Emergency Support Function #12 – Energy (Public Utilities)

Annex

ESF Coordinator:

Primary Agencies: South Salt Lake City Public Works Department

Support Agencies: Energy Suppliers

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #12 Energy (Public Utilities) coordinates the emergency response measures used by local jurisdictions, other county agencies, organizations, and private utilities in responding to and recovering from fuel shortages, power outages, and capacity shortages caused by an emergency or major disaster in the county.

ESF #12 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan

Scope

ESF #12 will coordinate the emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations as well as restore the normal supply of power. This ESF will work closely with local, county, state, and federal agencies, energy offices, suppliers, and distributors. ESF #12 activities include the following:

- Assessing energy system damage, energy supply, demand, and resources needed to restore such systems.
- Assisting city and other local agencies in obtaining fuel for transportation and emergency operations.
- Coordinating with Utah Division of Homeland Security Emergency Support Function counterpart as needed and support agencies to assist energy suppliers with obtaining information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
- Recommending local actions to save fuel.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Coordinating with local, county, state, and federal agencies to provide emergency energy information, education, and conservation guidance to the public.
- Coordinating information with local, county, state, and federal officials and energy suppliers about available energy supply recovery assistance.
- Coordinating technical assistance involving energy systems.
- Processing all fuel and power assistance requests from local jurisdictions and ESFs.

Policies

In the wake of an emergency or major disaster, many of the local energy resources will be unavailable due to damage, inaccessibility, or insufficient supply. All other assets available to ESF #12 will be used to assist local emergency operations and the efforts of other ESFs to provide fuel, power, and other resources as necessary. Priorities for the allocation of resources are as follows:

- Coordinate the supplying of fuel to emergency response organizations and in areas along evacuation routes.
- Coordinate supply of technical personnel, equipment, materials, and supplies to support efforts by local emergency operations centers (EOCs) and ESFs to repair or restore essential operating facilities.
- Update emergency shelter power generating status and needs in coordination with the American Red Cross Greater Salt Lake Area Chapter and surrounding local EOCs.
- Assist in providing resources for emergency power generation.
- Provide emergency planning, data analysis, and forecasting of the energy situation and implementation of energy conservation measures.

ESF #12 agencies will coordinate with other local, county, and federal agencies, private utilities, industry, and the media in carrying out their mission

CONCEPT OF OPERATIONS

General

Upon request from the South Salt Lake City Emergency Services Bureau, South Salt Lake City Public Works will make an agency liaison available to work in the South Salt Lake City emergency operations center (EOC) to coordinate and implement the response to energy-related requests for assistance.

The agency liaison will staff the ESF #12 workstation, identify the needed support agencies for ESF #12, and activate support agencies or place them on standby, as needed.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

As the primary agency for all activities under ESF #12, South Salt Lake City Public Works will attempt to ensure that the agencies assigned to ESF #12 respond to all requests for energy-related assistance.

Emergency organization personnel are mobilized to direct and coordinate relief efforts, communicate with the public and appropriate governmental agencies, and restore normal service.

ORGANIZATION

Energy (Public Utilities) Structure

As the primary agency for ESF #12, South Salt Lake City Public Works will provide direction in all energy-related matters, including fuel shortages, power outages, and capacity shortage.

The support agencies are assigned to ESF #12 to support the restoration of energy services and resources following a major disaster or emergency. Though the composition of the support agencies for ESF #12 will likely change as a result of the planning process and through experience, it is anticipated that these agencies and the other supporting organizations will constitute the basis for providing energy type assistance to local government following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – ENERGY (PUBLIC UTILITIES)

In the event of an emergency or disaster, the primary agency, South Salt Lake City Public Works, will be notified by South Salt Lake City Emergency Services Bureau.

The primary agency, South Salt Lake City Public Works, will request South Salt Lake City Emergency Services Bureau to notify support agencies as needed.

ACTIONS: INITIAL ACTIONS – ENERGY (PUBLIC UTILITIES)

- Develop strategies for initial response, including the mobilization of resources and personnel.
- Verify inventories of available energy resources and services and provide summary listing to ESF #5 Emergency Management.
- Implement predetermined cost accounting measures for tracking overall ESF #12 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Pre-position response personnel and equipment when city energy resources will likely be needed.
- Conduct an initial assessment of energy needs, and assemble, and analyze energy data for forecasting future energy availability. Use ESF #5 Emergency Management information for response planning.
- Monitor the procedures followed by utilities during shortages of energy generating capacity to ensure countywide action and communication.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Coordinate with local governments, trade associations, industry, and the media.
- Monitor procedures and activities of the petroleum industry regarding emergency fuel supplies.

ACTIONS: CONTINUING ACTIONS – ENERGY (PUBLIC UTILITIES)

- Monitor local, county, state, utility, and fuel oil response actions.
- Assess requests for aid from local, county, state, and federal agencies and energy offices, suppliers, and distributors.
- Coordinate obtaining needed resources to repair damaged energy systems. Such resources could include transportation to speed system repair.
- Coordinate with ESF #15 External Affairs to update news organizations with assessments of energy supply, demand, and resources needed to repair or restore energy generation and distribution systems.
- Keep accurate logs and records of emergency responses.
- Draft recommendations for after action reports and other reports as needed.
- ESF #12 will continue to provide support in dealing with energy-related requests for assistance during the recovery phase as needed.

RESPONSIBILITIES: ENERGY (PUBLIC UTILITIES)

Primary Agency: South Salt Lake City Public Works Department

- Direct, coordinate, and integrate the overall city effort to provide resources needed for energy restoration.
- Contact electric and gas providers, fuel oil companies, telephone and water utilities, and other essential components of the affected area to obtain information concerning damage and required assistance in their areas of operation.
- Monitor the actions taken by the individual utilities during generating capacity shortages and the actions taken by other utilities to ensure coordinated citywide action and communication.
- Compile the following information:
 - Electric generating capacity;
 - Expected electric peak load;
 - Geographic areas and number of customers expected to be most severely affected (if available);

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Status of any major generating unit outages;
 - Expected duration of event;
 - Explanations of utilities planned actions; and
 - Recommendations of agency actions in support of the utilities.
- Communicate and coordinate with local, county, state, and federal agencies and organizations in responding to any energy emergencies and working on energy restoration.

Responsibilities of Support Agencies

General Responsibilities

- Report to the South Salt Lake City EOC as directed by the primary agency, South Salt Lake City Public Works.
- Provide ESF #12 with an inventory of energy related resources and services citywide.
- Commit agency resources as needed.

SUPPORT AGENCIES: ENERGY (PUBLIC UTILITIES)

| AGENCY | FUNCTIONS |
|--|--|
| Internal City Support Agencies | |
| | |
| | |
| External Support Agencies | |
| Energy Suppliers | Liaisons from energy suppliers, such as trade organizations, utilities, and other relevant organizations, will co-locate as needed with representatives from the South Salt Lake City Public Works at the South Salt Lake City EOC to coordinate, assess, and repair damage. |
| | |
| | |
| External Suppliers and Service Providers | |

Emergency Support Function #14– Long Term Community Recovery Annex

ESF Coordinator:

Primary Agencies: Salt Lake County Emergency Management

Support Agencies: South Salt Lake Fire Department

County Liaison:

INTRODUCTION

Purpose

ESF #14 – Long Term Community Recovery is a Salt Lake County ESF function. South Salt Lake City defers to Salt Lake County for ESF #14.

Emergency Support Function #15– External Affairs Annex

ESF Coordinator:

Primary Agencies: South Salt Lake City Police Department

Support Agencies: South Salt Lake City Mayor’s Office
South Salt Lake City Fire Department

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #15 External Affairs provides a comprehensive plan for the efficient and consistent use of the external affairs function, including public information, liaison capabilities, and community relations. During an actual or potential emergency, internal and external audiences must be informed of measures being taken to respond to an emergency, including governmental decisions, recommendations, and directives. Accurate information is vital to alleviate misinformation and speculation.

ESF #15 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan

Scope

- Emergency public information will be focused on specific, event-related information of an instructional nature, including warning, evacuation notification, shelter locations, availability of recovery programs, emergency telephone numbers, and other related information.
- Rumor control will be emphasized to minimize the spread of erroneous and misleading information.
- All public information efforts will rely heavily upon the cooperation of commercial media organizations.
- Information will be communicated to special needs communities through special needs media and in conjunction with special needs agencies and organizations.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Emergency public information will be disseminated through the four phases of emergency management.
 - **Preparedness:** Information will be disseminated to internal and external audiences during normal operations. This information may include written and graphic disaster preparedness materials such as brochures and publications, public presentations, news releases, and media events. The information is designed to encourage preparedness and awareness to minimize the loss of life and property during a disaster.
 - **Mitigation:** Information will be disseminated to internal and external audiences to assist in the mitigation of emergencies. This information may include graphic mitigation materials, presentations, news releases, trainings, liaison development, and media events. The mitigation information is designed to assist in the response to emergency and disaster events.
 - **Response:** Emergency information dissemination begins when an actual or pending emergency threatens the local area. If the situation becomes more threatening, specific information and instructions will be directed toward the survival, health, and safety of the citizens in the affected area. The Joint Information System (JIS) and Joint Information Center (JIC), in coordination with the incident command team, will be responsible for prioritizing informational releases, with the following of principal importance:
 - Lifesaving: This includes information essential to survival, health, and safety.
 - Informational: This includes public impacts, governmental impacts, mitigation opportunities, and programmatic information.
 - Recovery: This includes instructions concerning disaster recovery, relief, programs, and services.
 - Other: This includes non-emergency notices released by participating government and volunteer agencies.
 - Direct information release guidelines will be maintained in the South Salt Lake City JIS/JIC Standard Operation Procedures.
 - **Recovery:** This phase begins after disaster impact and continues until the needs for recovery and rehabilitation are satisfied. Informational releases will include disaster assistance information, descriptions of recovery efforts, and actions being taken to alleviate problems and inform the public of assistance programs available.

Policies

- South Salt Lake City Police Department will coordinate and direct the activities of ESF #15.
- Unified public information is the overriding concept of operations for South Salt Lake City. Each individual public information officer/public affairs officer (PIO/PAO) will continue to represent their department and agency, and at the same time participate fully in a coordinated

public information approach.

- ESF #15 will disseminate to the news media and the general public information concerning specific disasters, associated threats, anticipated and ongoing emergency response efforts, damage assessment and estimates, and other important information.
- Public information telephone lines will be staffed throughout the disaster response process as needed.
- PIO/PAOs from affected departments and agencies have a primary responsibility to effectively and rapidly communicate the situation, impact, response, and actions the public should take to protect themselves. Public welfare calls for a rapid, coherent, overall response in an emergency and simultaneously requires clarity in what may be differing safety messages from responding jurisdictions.
- The South Salt Lake City JIS/JIC is a modular and scalable response tool. When requested by the incident command PIO, incident command, or South Salt Lake City EOC command, the JIS/JIC should be prepared to operate on a 24-hour, 7 day-a-week rotation.
- The South Salt Lake City JIS/JIC is organized systematically through the information management cycle.

CONCEPT OF OPERATIONS

General

- Upon notification, the South Salt Lake City Police Department or designee will report to the South Salt Lake City EOC to coordinate and disseminate accurate and timely disaster-related information. The South Salt Lake City Police Department will be represented at any JIS/JIC established to support ESF #15.
- The South Salt Lake City Police Department or designee will staff an ESF #15 work station; identify which support agencies are needed for ESF #15, and activate support agencies or place them on standby as needed. Depending on the severity of the situation, the South Salt Lake City Police Department will coordinate with the Salt Lake County Emergency Management PIO on media advisories and releases, and will be available to reporters and news organizations.
- The South Salt Lake City JIS/JIC activation levels coordinate directly with the South Salt Lake City EOC activation levels. In terms of activation, the JIS/JIC can be activated separately from the South Salt Lake City EOC or in coordination with South Salt Lake City EOC activation.
- Primary and support agency staff will relocate to the South Salt Lake City EOC. The South Salt Lake City EOC will be staffed on a 24-hour schedule to facilitate the flow of public information.
- Upon activation of ESF #15, South Salt Lake City Police Department will notify the

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

appropriate agencies and alert them of impending public information operations.

- Depending on the severity of the disaster, the South Salt Lake City Police Department and support staff may operate a 24-hour public information telephone line to respond to citizens' inquiries. ESF #15 support agencies will provide supplemental staffing as needed. In the event of a major disaster, ESF #15 and the ESF #5 Emergency Management will work together to release information concerning which volunteer goods and services are needed in the disaster area, and where volunteers and donors may go to deliver such goods or volunteer to provide services.
- All ESFs will routinely brief ESF #15 staff concerning ongoing response actions.

ORGANIZATION

External Affairs Structure

- ESF #15, located at the South Salt Lake City EOC, will act as the central coordinating entity for receiving and disseminating public information during city disaster operations. Information flow to the South Salt Lake City EOC will occur directly from news media reports and citizens public information phone calls.
- Information will flow from the South Salt Lake City EOC in the form of media briefings, press releases, and situation reports. Information will also flow from ESF #15 to surrounding local EOCs, the Federal Emergency Management Agency (FEMA), and state JICs.
- Information will be communicated to special needs communities through special needs media and in conjunction with special needs agencies and organizations.

ACTIONS: INITIAL AND CONTINUING ACTIONS – EXTERNAL AFFAIRS

- Pre-incident and ongoing activities will be monitored by South Salt Lake City Emergency Services Bureau staff.
- The emergency management director will notify the designated incident command PIO and designated JIC coordinator of the situation.
- The South Salt Lake City Police Department and JIC coordinator will notify the ESF support agencies as needed.

ACTIONS: INITIAL ACTIONS – EXTERNAL AFFAIRS

- The incident command PIO will respond to assess the information needs for the media and the public. If necessary, the incident command PIO will alert the JIC coordinator of anticipated support needs, including gathering, analyzing, producing, coordinating, documenting, monitoring, or disseminating information. Additionally, the incident command PIO will jointly assess the need for liaisons and community relations support with the JIC coordinator and the JIS.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Verify inventories of available public information resources and services and provide a summary listing to ESF #5 Emergency Management.
- Implement predetermined cost accounting measures for tracking overall ESF #15 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Pre-position response resources when it is apparent that city public information assistance will be required.
- Pre-position anticipated recovery resources to the nearest staging areas.
- Have an initial press briefing.
- Establish a public information telephone line to handle phone calls from individuals attempting to contact South Salt Lake City Emergency Services Bureau for information.
- Within the South Salt Lake City JIS/JIC, information is a tangible commodity. In a real sense the JIS/JIC is fueled by information; without information the JIS/JIC cannot complete its responsibilities. Successful information management depends upon seven steps:
 - **Gather** – The JIS/JIC must promptly gather information from as many sources as possible, including incident management, media, public, and responders. When information comes into the JIS/JIC, it must be collected and organized. This requires trained and experienced staff that can compile information in a useful format.
 - **Analyze** – Information is gathered from multiple sources and must be verified and analyzed. Information analysts must rapidly evaluate incoming information and decide which pieces of information are critical to internal and external audiences. Analysts must share their information with the JIC staff responsible for producing informational products.
 - **Organize, write, and produce** – The public needs information presented in a useable format, organized by category, priority, and value.
 - **Review/Coordinate** – A quick and thorough review of all information to be released is an essential part of the information management process. Reviewers should look for consistency, accuracy, clarity, and completeness. Most importantly, reviewers must coordinate with all agencies that have information to be released.
 - **Document** – Proper documentation is necessary for all Incident Command System (ICS)/National Incident Management System (NIMS) functions. To resolve miscommunications or in the case of litigation, all decisions and activities must be documented. Each group/unit leader must maintain a personal log. At the end of each shift, the group/unit leader must file the documentation with the JIC coordinator.
 - **Disseminate** – JIS/JIC staff must use all means available to provide prompt information to concerned internal and external audiences.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- **Monitor** – Constant monitoring of the media is a crucial function of the JIC. Staff must know what to watch and listen for, and determine inaccuracies that could cause problems for people in affected areas and for emergency response officials.
- Each JIS/JIC participant and role is directly linked to the information management cycle and therefore linked directly to the mission of the JIS/JIC. Due to the nature of the organization, a PIO may be called upon to fulfill a role not directly linked to their organization or their daily responsibilities. Teamwork, collaboration, and coordination are a vital element of JIS/JIC development and success. Oftentimes, a participant must leave their title at the door to coordinate and disseminate public information.

ACTIONS: CONTINUING ACTIONS – EXTERNAL AFFAIRS

- Continue to provide updates to the news media concerning disaster conditions and city actions taken in response.
- Regularly disseminate information from summary reports to the news media.
- Continue to staff public information lines.
- Brief and instruct media spokespersons for damage assessment teams.
- Draft recommendations for after action reports and other reports as needed.
- The South Salt Lake City Police Department or designee will continue to provide information to the public and the media throughout the recovery phase as needed.

RESPONSIBILITIES: EXTERNAL AFFAIRS

Primary Agency: South Salt Lake City Police Department

- South Salt Lake City Police Department is responsible for disseminating emergency information to the general public during major disasters. South Salt Lake City Police Department will provide updated information to the news media in the form of press briefings, situation reports, news releases, or emergency broadcast announcements.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

Responsibilities of Support Agencies

General Responsibilities

- Report to the South Salt Lake City EOC as directed by South Salt Lake City Police Department.
- Commit agency resources as needed.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

SUPPORT AGENCIES: EXTERNAL AFFAIRS

| AGENCY | FUNCTIONS |
|---|---|
| Internal City Support Agencies | |
| South Salt Lake City Fire Department | Coordinate closely with ESF #15 to provide resources to support public information needs. |
| South Salt Lake City Mayor's Office | Coordinate closely with ESF #15 to provide resources to support public information needs. |
| External Support Agencies | |
| | |
| | |
| | |
| External Suppliers and Service Providers | |

Emergency Support Function #16– Volunteers Annex

ESF Coordinator:

Primary Agencies: Volunteer Organizations Active in Disasters (VOAD)

Support Agencies: A.R.E.S
American Red Cross
Salvation Army
LDS Church
Religious & Charitable Groups
Individuals
Chaplains

County Liaison:

INTRODUCTION

Purpose

South Salt Lake City Emergency Support Function (ESF) #16 Volunteers provides a central point for the coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated goods. The help and services of qualified and trained volunteers can be a tremendous asset to local government in its disaster response. To be truly effective, the volunteers need to be an integral part of the system. Volunteers should be actively recruited for specific roles before a disaster. The key to successful deployment of such volunteer resources is pre-registration and training. The challenge is to anticipate the needs of the spontaneous volunteer, and to plan and prepare for the integration of this group into the emergency response work force.

ESF #16 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan

Scope

ESF #16 Volunteers will focus on coordinating information and activities of volunteers and the voluntary agencies involved in responding to an emergency event in South Salt Lake City.

Policies

Volunteers Active in Disasters (VOAD) will coordinate and direct the activities of ESF #16.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

VOAD will coordinate with South Salt Lake City Emergency Services Bureau for volunteers and voluntary agencies involved in the response to an emergency.

CONCEPT OF OPERATIONS

General

Following a major disaster, many persons outside the impacted area rush to volunteer their services or materials. Recent history has shown that the uncontrolled and uncoordinated influx of people and materials creates several problems of the recovering community. Improperly dumped donated goods, unlicensed contractors and untrained volunteers, are just a few problems that unnecessarily detract the attention of emergency management and response resources. The purpose of ESF #16 is to develop an organization framework within the larger EOC and emergency management organization to identify, qualify, receive and distribute volunteer materials, personnel and services.

ESF #16 activities will be coordinated from the EOC during activation. ESF #16 will respond to message form requests approved by the EOC Operations Officer. Any requests, which cannot be filled by items already available in the data base or through solicitations, made to or by participating support agencies will be returned to the message center for reassignment. South Salt Lake City employees will not initiate or conduct direct solicitations for donated goods. Discussion between ESF #16 and the originating ESF will occur prior to message rerouting. Message updates will be made regarding the progress in acquiring donated items or services.

Voluntary agencies continue to be operational when the EOC is no longer activated. Activities may be coordinated from the Disaster Field Office and may involve limited participation of Recovery Centers, ongoing voluntary relief agency Donations Warehouses or Regional Relief Center coordination.

ORGANIZATION

Volunteers Structure

VOAD shall be the primary agency responsible for coordinating ESF #16 Volunteers activities in response to a major event that results in a higher activation of the emergency operations center (EOC). ESF #16 is located within the ESF cluster that deals with the provision of personal recovery services. Co-located with ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #11 (Agriculture and Natural Resources); ESF #16 will be staffed by representatives from agencies that are also staffing the other cluster occupants. Many of the agencies sharing this cluster are the same organizations that will be charged with utilizing much of the volunteered and donated goods and services coordinated by ESF #16. As ESF #16 activities are expected to expand during the early phases of the recovery period, operations can be expanded into areas of the EOC that may be downsizing as their roles are eliminated or operations are shifted to other facilities.

Critical to the utilization of volunteer assets at the local level, is with the cooperation between ESF #16 and the Regional Recovery Center and State EOC ESF #5 (Emergency Management).

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

As it can be assumed that communications within an impacted community will be severely damaged by major natural disasters, the State of Utah will establish procedures for the coordination of donations and volunteer services. One of the principle duties of ESF #16 is to establish and maintain contact with State efforts. Utah CEM outlines procedures to be implemented by the State following a disaster. ESF #16 will provide liaison with the State, and provide information on local conditions and the location of impacted areas and corresponding staging areas for volunteered resources.

VOAD and support agencies shall give priority to the utilization of mutual aid assets, and those organizations that are participants in national and Utah VOAD's, as these relief agencies have established missions and designated resources. The prompt dispersal of these assets into the impacted community will result in immediate lessening of the hardships inflicted by the disaster. As certain relief agencies have established policies and relief programs, such as the Salvation Army and American Red Cross, VOAD will monitor their activities, in order to support them with additional volunteer resources that become available.

Information will be coordinated via ESF #5 (Emergency Management) with the EOC to provide guidance to mutual aid resources, volunteers and drivers bringing donations into the impacted area as to best route, destination, and point-of-contact.

All requests for volunteer goods and services will be routed through ESF #16. This should ensure a quick response and delivery of volunteer services and donated goods to the area(s) most in need.

Immediately following a disaster, ESF #16 shall commence working with ESF #5 (Emergency Management), and ESF #15 External Affairs in the development of public service broadcasts requesting volunteers and donations, and announcing the procedures for receipt and utilization of those resources. This shall include providing the Citizen-Information-Center with information and materials needed to register volunteers and donations called in by telephone.

As soon as expedient following a disaster, ESF #16 shall conduct a survey of all local human service organizations to determine damage and their ability to provide services to the impacted community. The survey shall also establish the organizations' ability to provide volunteers and services.

ACTIONS: INITIAL AND CONTINUING ACTIONS – VOLUNTEERS

- ESF #16 will not be activated in every disaster. However, when activated by the EOC operations officer, the following actions will occur:
- Level 1: During this phase VOAD, as lead agency will check the contact list to ensure its accuracy and to make courtesy calls to support agencies to provide current status information for the event.
- Level 2: During this phase VOAD is responsible for notifying essential voluntary agencies, requesting that they report to the EOC. These support agencies then notify their local, regional and national offices per their plans.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Level 3: This level includes a full activation of the Emergency Response Team. All participating ESF #16 agencies will be notified. Some voluntary agencies will not come to the EOC, but will have a vital part of the overall city response. These agencies are included because of their field support activities.
- Level 4: Federal Involvement
- The ESF #16 primary agency will provide year round technical assistance regarding the use of volunteers and donations in all four phases of emergency management to city offices of emergency management.
- The ESF data entry operator will enter all information which is received on volunteer/donations forms from the Information Emergency Line or ESF #16 agencies; enter situation report information; and ensure that a print out of these documents is distributed throughout the EOC daily.
- Work with Recovery section and DFO to address the unmet needs of the impacted community.
- ESF #16 will coordinate with all other ESF's in compiling a daily needs list which will be provided to ESF #5 (Emergency Management) for public release. This information may include pick-up points and any specific field information useful to the public. Information for situation reports will be provided to ESF #5 (Emergency Management) and ESF #16.
- Ensure appropriate recognition of individual and agency efforts is accomplished and coordinated through ESF #16.
- Staff will be responsible for monitoring and updating the message log of volunteer/donations lists; and other reporting responsibilities.

Field Activity

- The Regional Relief Center, Donations Warehouse, and the city staging area will coordinate response efforts with ESF #16, but are not subordinate to ESF #16.
- The State Donations toll-free Hotline will be activated as needed at a designated site. Offers of volunteers and donations will be logged on a data base until the Regional Relief Center is operational.
- Assist in directing ad hoc volunteers to agencies involved in disaster response and recovery activities.

ACTIONS: INITIAL ACTIONS – VOLUNTEERS

- Maintain and distribute as necessary, a roster of agency contacts and support personnel.
- Primary and support agencies will participate in disaster operation training.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Update ESF #16 standard operating procedures.
- Conduct quarterly meeting of ESF #16 agencies.

ACTIONS: CONTINUING ACTIONS – VOLUNTEERS

- Inventory, update and maintain a data base of offers of services and goods.
- Liaison with other ESF's regarding available donated resources.
- Maintain a daily log of activities and action plans, including scheduling staff and submitting a situation report information to ESF #5 (Emergency Management).
- Assist in the coordination of field activities related to donated goods including the Donations Hot Line, Data Base, Regional Relief Center, Staging Area and volunteer donations liaisons.
- Ensure appropriate information intended for public distribution is made to ESF #5 (Emergency Management).
- ESF #16 will assist in procuring volunteers for state outreach teams.
- State Regional Relief Center(s) will continue to disburse donated goods in an expeditious and organized manner to relief agencies in the impacted area.
- VOAD or other support agency representatives will represent ESF #16 at initial unmet needs meetings in the impacted area.
- ESF #16 will support voluntary agency operations in providing recovery activities.

RESPONSIBILITIES: VOLUNTEERS

Primary Agency: Volunteers Active in Disasters (VOAD)

- Establish, maintain and expand participation in unified planning and response of local volunteer resources. Includes the maintenance of a data base of private sectors, volunteer organizations and health and human service organizations.
- Direct and coordinate the identification and utilization of volunteered goods, resources and services within the emergency management organization.
- During a disaster, maintain contact with local volunteer relief organizations, and resources coming into the area, in an effort to prevent duplication of services and squandering of assets.
- Provide local point-of-contact and liaison with State ESF #16 and State Regional Recovery Center(s) for the redistribution of volunteer goods and services organized by the State per the State Emergency Services (SES).

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Responsibilities of Support Agencies

General Responsibilities

- Report to the South Salt Lake City EOC as directed by South Salt Lake City Emergency Services Bureau.
- Commit agency resources as needed.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

SUPPORT AGENCIES: EXTERNAL AFFAIRS

| AGENCY | FUNCTIONS |
|---|---|
| Internal City Support Agencies | |
| South Salt Lake City Emergency Services Bureau | Assess and prioritize affected areas as to the level of needs as determined from damage and needs assessment reports. |
| | |
| External Support Agencies | |
| Salt Lake Valley Public Health | Coordinate the verification of credentials for volunteer medical personnel. Update ESF #16 on need for volunteers at distribution centers, feeding sites, recovery centers, comfort stations, etc., and provide appropriate training for assigned volunteers. |
| | |
| | |
| External Suppliers and Service Providers | |

Emergency Support Function #17 – Animal Services Annex

ESF Coordinator:

Primary Agencies: South Salt Lake Animal Services Division

Support Agencies: Utah Department of Wildlife Resources
Humane Society
Utah Department of Natural Resources (Wildlife Resources)
Animal Volunteer Groups
Salt Lake Valley Health Department
State Department of Agriculture/Brand Inspectors
Salt Lake County Animal Services

County Liaison:

INTRODUCTION

Purpose

The purpose of ESF #17 Animal Services is to provide a coordinated effort of numerous government and private organizations that respond to the needs of animals following a disaster. Areas of concern include, but are not necessarily limited to animal emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification of stray animals and their return to owners. Coordination may also involve diagnosis, treatment and control of diseases of public health significance, and the disposal of dead animals.

ESF #17 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- South Salt Lake City Emergency Operations Plan

Scope

ESF #17 Animal Services will focus on coordinating information and activities of animal services and the numerous agencies involved in responding to an emergency event in South Salt Lake City.

Policies

South Salt Lake City Animal Services will coordinate and direct the activities of ESF #17.

South Salt Lake City Animal Services will coordinate with South Salt Lake City Emergency Services Bureau for coordination of animal services.

CONCEPT OF OPERATIONS

General

The development of operating procedures for ESF #18 shall be the responsibility of the South Salt Lake City and County Animal Services Division. Animal Care and Control shall develop plans and procedures for assisting local, volunteer and mutual aid agencies in the accomplishment of their rolls before, during and following a disaster. Overall management, coordination and prioritization animal care and control services and resources to support pet, farm, and wildlife needs, shall be the responsibility of ESF #18 once the EOC is activated. Areas of concern include, but may not be limited to the following:

- Providing emergency medical care for animals, including commercial livestock, zoo animals, wildlife and domestic pets.
- Coordination with ESF #16 Volunteers, to refer volunteer personnel and donated items to appropriate locations or contacts.
- Coordinate efforts to provide food, water and shelter for animals, and store and distribute animal food and medical supplies that may arrive via mutual or State aid.
- Coordinate with ESF #15 External Affairs, public information regarding animal shelters and other animal related matters before and following a disaster.
- Assess needs for and coordinate efforts to rescue or capture animals.
- Assist ESF #8 Public Health and Medical Services with the prevention and control of diseases of animals that have public health significance.
- Investigate animal bites and provide rabies control.
- Assist and coordinate the capture and confinement of loose animals, including wildlife displaced from their natural habitat.
- Coordinate public information and training efforts to educate animal owners and advocates to disaster response measures, including evacuation and sheltering considerations, as well as animal first aid and other emergency responses.

ORGANIZATION

Volunteers Structure

South Salt Lake City Animal Services shall be the primary agency responsible for coordinating ESF #17 Animal Services activities in response to a major event that results in a higher activation of the emergency operations center (EOC). ESF #17 is located within the ESF cluster that deals with the provision of personal recovery services. Co-located with ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #11 (Agriculture and Natural Resources); ESF #17 will be staffed by representatives from agencies that are also staffing the

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other cluster occupants. As ESF #17 activities are expected to expand during the early phases of the recovery period, operations can be expanded into areas of the EOC that may be downsizing as their roles are eliminated or operations are shifted to other facilities.

A large part of ESF #17's effectiveness will be determined by pre-disaster education and community outreach training of citizen groups concerned with animal welfare. It will be the responsibility of the South Salt Lake Animal Services Division to identify existing education programs, and to develop alternative methods of providing this information to the community. South Salt Lake City comprised of numerous animal interest groups and individuals. This group is used both as a vehicle of information gathering and information dissemination. An outgrowth of the planning committee has been the development of point-of-contact lists that are maintained for use in ESF #17, and the development of a working relationship with the Veterinarian Association.

ACTIONS: INITIAL AND CONTINUING ACTIONS – VOLUNTEERS

- ESF #17 will not be activated in every disaster. However, when activated by the EOC operations officer, the following actions will occur:
- Level 1: During this phase South Salt Lake City Animal Services, as lead agency will check the contact list to ensure its accuracy and to make courtesy calls to support agencies to provide current status information for the event.
- Level 2: During this phase South Salt Lake City Animal Services is responsible for notifying essential animal services agencies, requesting that they report to the EOC. These support agencies then notify their local, regional and national offices per their plans.
- Level 3: This level includes a full activation of the Emergency Response Team. All participating ESF #17 agencies will be notified. Some animal services agencies will not come to the EOC, but will have a vital part of the overall city response. These agencies are included because of their field support activities.
- Level 4: Federal Involvement
- Work with Recovery section and DFO to address the unmet needs of the impacted community.
- ESF #17 will coordinate with all other ESF's in compiling a daily needs list which will be provided to ESF #5 (Emergency Management) for public release. This information may include pick-up points and any specific field information useful to the public. Information for situation reports will be provided to ESF #5 (Emergency Management) and ESF #17.
- Ensure appropriate recognition of individual and agency efforts is accomplished and coordinated through ESF #17.
- Staff will be responsible for monitoring and updating the message log of animal services lists; and other reporting responsibilities.

ACTIONS: INITIAL ACTIONS – ANIMAL SERVICES

- Maintain and distribute as necessary, a roster of agency contacts and support personnel.
- Primary and support agencies will participate in disaster operation training.
- Update ESF #17 standard operating procedures.
- Conduct quarterly meeting of ESF #17 agencies.

ACTIONS: CONTINUING ACTIONS – ANIMAL SERVICES

- Inventory, update and maintain a data base of offers of services and goods.
- Liaison with other ESF's regarding available animal services resources.
- Maintain a daily log of activities and action plans, including scheduling staff and submitting a situation report information to ESF #5 (Emergency Management).
- Ensure appropriate information intended for public distribution is made to ESF #5 (Emergency Management).
- South Salt Lake City Animal Services or other support agency representatives will represent ESF #17 at initial unmet needs meetings in the impacted area.
- ESF #17 will support animal services operations in providing recovery activities.

RESPONSIBILITIES: VOLUNTEERS

Primary Agency: South Salt Lake City Animal Services

The South Salt Lake City and City Animal Services Division is designated as the primary agency for ESF #17 and is responsible for the following:

- Notifying, activation, and mobilization of all agencies identified with animal care and control concerns.
- Coordinating all support agency actions in performance of assigned missions.
- Coordinating requests for assistance and additional resources necessary during performance of assigned missions.
- Functioning as the EOC liaison with the State EOC and ESF #17.
- Investigating all animal bites or reports of stray and injured animals.
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- Facilitating the transportation of injured, stray, or nuisance animals to animal care facilities.
- Assisting emergency response teams with animal related problems.
- Arranging the removal and disposal of dead animals.
- Coordinating with ESF #15 External Affairs and ESF #8 Public Health and Medical Services for the release of public information regarding animals and related health issues.
- Enforcing local animal control regulations.
- Providing for the quarantine of bite animals for observation.
- Impounding animals roaming at large.
- Euthanizing injured animals through assigned and authorized persons.
- The return of wild animals to their natural habitat.
- Responding to animal-related inquiries.
- Investigating animal cruelty and safety complaints or queries.

Responsibilities of Support Agencies

General Responsibilities

- Report to the South Salt Lake City EOC as directed by South Salt Lake City Emergency Services Bureau.
- Commit agency resources as needed.
- Develop written procedures to implement the responsibilities outlined in the South Salt Lake City Emergency Operations Plan.

SUPPORT AGENCIES: EXTERNAL AFFAIRS

| AGENCY | FUNCTIONS |
|--------------------------------|-----------|
| Internal City Support Agencies | |
| | |
| | |
| External Support Agencies | |

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| AGENCY | FUNCTIONS |
|---|---|
| Utah Department of Wildlife Resources | <p>The notification, activation, and mobilization of personnel and equipment resources to perform their recognized or assigned tasks.</p> <p>Identifying and designating personnel for staffing of facilities established by ESF #17.</p> <p>Coordinating all actions of the support agency with the ESF #17.</p> <p>Identifying resource and personnel requirements to perform assigned missions which exceed the support agency's capabilities.</p> <p>Coordination and supervision of assigned resources provided through the EOC.</p> |
| Humane Society | <p>The notification, activation, and mobilization of personnel and equipment resources to perform their recognized or assigned tasks.</p> <p>Identifying and designating personnel for staffing of facilities established by ESF #17.</p> <p>Coordinating all actions of the support agency with the ESF #17.</p> <p>Identifying resource and personnel requirements to perform assigned missions which exceed the support agency's capabilities.</p> <p>Coordination and supervision of assigned resources provided through the EOC.</p> |
| Animal Volunteer Groups | <p>The notification, activation, and mobilization of personnel and equipment resources to perform their recognized or assigned tasks.</p> <p>Identifying and designating personnel for staffing of facilities established by ESF #17.</p> <p>Coordinating all actions of the support agency with the ESF #17.</p> <p>Identifying resource and personnel requirements to perform assigned missions which exceed the support agency's capabilities.</p> <p>Coordination and supervision of assigned resources provided through the EOC.</p> |
| Salt Lake Valley Health Department | <p>The notification, activation, and mobilization of personnel and equipment resources to perform their recognized or assigned tasks.</p> <p>Identifying and designating personnel for staffing of facilities established by ESF #17.</p> <p>Coordinating all actions of the support agency with the ESF #17.</p> <p>Identifying resource and personnel requirements to perform assigned missions which exceed the support agency's capabilities.</p> <p>Coordination and supervision of assigned resources provided through the EOC.</p> |
| State Department of Agriculture /Brand Inspectors | <p>The notification, activation, and mobilization of personnel and equipment resources to perform their recognized or assigned tasks.</p> <p>Identifying and designating personnel for staffing of facilities established by ESF #17.</p> <p>Coordinating all actions of the support agency with the ESF #17.</p> <p>Identifying resource and personnel requirements to perform assigned missions which exceed the support agency's capabilities.</p> <p>Coordination and supervision of assigned resources provided through the EOC.</p> |
| Salt Lake County Animal Services | <p>The notification, activation, and mobilization of personnel and equipment resources to perform their recognized or assigned tasks.</p> <p>Identifying and designating personnel for staffing of facilities established by ESF #17.</p> <p>Coordinating all actions of the support agency with the ESF #17.</p> <p>Identifying resource and personnel requirements to perform assigned missions which exceed the support agency's capabilities.</p> <p>Coordination and supervision of assigned resources provided through the EOC.</p> |

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| AGENCY | FUNCTIONS |
|---|-----------|
| | |
| External Suppliers and Service Providers | |